



COMMONWEALTH of VIRGINIA

DEPARTMENT OF
MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES

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JAMES S. REINHARD, M.D.
COMMISSIONER

Memorandum

To: CSB/BHA and Private Provider "Forms Keepers"
From: Dawn Traver, Community Resource Consultant
Date: August 23, 2006
Subject: Periodic Support for Day Support & Prevocational Services

Our office has been searching for some time for a low-impact way of enabling providers of MR or DS Waiver Day Support and Prevocational services, who support in-school youth, to be preauthorized for fluctuations in Waiver service units due to the need to provide additional units of service on days when these youngsters' schools are closed for teacher work days, and holidays. We have recently received approval from DMAS to permit the authorization of Periodic Support Units to accomplish this.

Attached you will find a modified "Determining Periodic Supports" form for use by DS and PV providers, as well as ISARs for these services adapted to include the option of Periodic Supports. Periodic Supports have always been designed to accommodate short-term fluctuations in services. They are NOT intended to accommodate long-term increases. Therefore, **Periodic Support should not be utilized for the summer months** when youth may be participating in DS or PV services 2 or 3 units/day for weeks at a time. A separate ISAR requesting a temporary increase to this level of service for the summer months will be required.

If you have questions regarding Periodic Supports for DS or PV services, please contact your Community Resource Consultant.

cc: Steve Ankiel, DMAS
Cynthia Smith, DMHMRSAS
Gail Rheinheimer, DMHMRSAS
Community Resource Consultants
Preauthorization Consultants

**DETERMINING DAY SUPPORT/PREVOCAATIONAL PERIODIC SUPPORT UNITS
For the MR Waiver or Day Support Waiver**

Individual: _____ CSB: _____

Date: _____

This worksheet later revised

STEPS

Step 1: Examine program/school schedules to estimate for each month of the year the number of units of additional Day Support or Prevocational service that may be needed. Consider the likelihood of school being closed for inclement weather, holidays, teacher workdays, etc.

Step 2: Identify the month(s) with the greatest estimated number of additional units.

Step 3: Enter result on the Individual Service Authorization Request (ISAR) form and add to the requested monthly Day Support or Prevocational units.

CALENDAR

MONTH	School Holidays/ Closings	Other Needs of Individual	Inclement Weather	Total Additional Units
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Periodic Supports NOT to be used for summer participation.

Example: Seeking approval for 5 units per week Day Support, plus Periodic Support Units.

Step 1: Estimated units of additional support that will be required: January = 4; February =2; March = 2; April = 10; May = 2; September = 2; October = 4; November = 6; December = 18.

Step 2: Greatest number of estimated additional hours in one month = 18.

Step 3: Enter 18 on the ISAR form [Monthly Total] and add to Monthly Total 1.
23 units/mo. [Monthly Total 1] + 18 units/mo. [Monthly Total] = 41 units/month [Monthly Total 2].