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| 2.17 | Computing Full Program Equivalentents (FPE) | Page 1 of 2 |
| Issue date: 5/02 | Revision date: n/a | Division Staff |
| Form(s): None | | |

DSPD measures program fiscal activity by using **Full Program Equivalentents (FPEs)**. This allows the **Division** to use a standard fiscal measure across **Division** programs that can be used to determine program costs.

- The following DSPD codes (found in the DHS Data Warehouse and USSDS) are used to determine FPE:
 - Service Codes (3 digit program identification code)
 - Units of Measurement (1 digit identification code)
 - Eligibility (2 digit identification code)
 - Units (number field)
 - Dollar Amounts (number field)
- Ensure that all data reports list the source file at the top of the report. This will allow readers to know the source of the information and minimize confusion.
- To determine the FPE for each program, use the following conversion tables:

- Unit Conversion Factors

| | |
|-----------------|--------|
| 4 Quarter hours | 1 Hour |
| 6 Hours | 1 Day |

- FPE Conversion Factors

| Program | Units |
|--|-----------|
| 1 Residential Year | 360 Days |
| 1 Day Support Year | 240 Days |
| 1 Residential Month | 30 Days |
| 1 Day Support Month | 20 Days |
| 1 Supportive Living Habilitative Year (SLH) | 400 Hours |
| 1 Supportive Living Assistance Year (SLA) | 700 Hours |
| 1 Supportive Living Adults W/ Parents Year (SLN) | 290 Hours |
| 1 Supported Employment Basic/ANCL Year (SEA/B) | 270 Hours |
| 1 Supported Employment Day Year (SED) | 240 Days |
| 1 Family Assistance Year (FS#) | 280 Hours |
| 1 Respite Year (RP#) | 50 Days |
| 1 Latch Key Services Year (LKS) | 520 Hours |
| FPE Conversion Factors cont. | |

| Program | Units |
|--------------------------------------|----------|
| 1 Transportation Services Year (MTP) | 240 Days |

| | |
|---|-------------|
| 1 Residential Transportation Year (RTS) | 240 Days |
| 1 Physical Disabilities Non-Waiver Year | 12 Months |
| 1 Physical Disabilities Waiver Year | 1,440 Hours |

4. To determine **FPE Counts**, add all hours/days/months for a specific service for the year then use the following formula:

$$\frac{\text{Total \# of Hours/Days/Months of Service for all Persons Receiving the Service}}{\text{FPE Conversion Factor}} = \text{\# of FPEs}$$

For Example:

- a. $\frac{1,000 \text{ Days of Residential Services}}{360 \text{ Days per Residential Year}} = 2.78 \text{ FPEs}$
- b. $\frac{2,400 \text{ Hours of Family Assistance}}{280 \text{ Hours per Family Assistance Year}} = 8.57 \text{ FPEs}$

5. To determine **Cost per FPE**, use the following formula:

$$\frac{\text{Total Dollars Spent on Program}}{\text{\# of FPEs for the Program}} = \text{Dollars per FPE}$$

For Example:

$$\frac{\$100,000 \text{ spent on Residential Services}}{2.78 \text{ FPEs}} = \$35,971 \text{ per FPE}$$

6. **To calculate FPEs and costs by all waivers, a specific waiver, or non-waiver:** Select only those clients with the appropriate codes listed below. Apply the Unit and FPE conversion factors then determine FPE counts and Cost per FPE using **steps 3 and 4** above.

Eligibility Conversion Factors

| Waiver Type | Codes |
|------------------------------|--------------------|
| Brain Injury Waiver | BM |
| DD/MR Waiver | SM, HP, TM |
| Physical Disabilities Waiver | PM, PN |
| Non-Waiver | MR, SG, BG, TG, PG |