

# Instructions for Budget Changes

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## Return to day services incrementally in response to COVID-19

### Step 1

You will need a 24 hour RHS worksheet to start. If you completed one when you requested an increased RHS rate to cover the increased hours needed due to school or day program closures, use that. If you used the calculator to reduce day program and MTP to get the increased RHS rate, you will now need to create a 24 hour RHS worksheet as a starting point.

Use the version of the 2020 DSPD Budget Worksheets COVID-19 that can be found on the [DSPD COVID-19 Information and Resources](#) webpage under the heading “Support Coordinators”. Start with the hours and ratios that were in the most recent RHS worksheet for the person returning to day program services. Next, remove any weekend hours from the worksheet and use different combinations of hours totaling 24 at different ratios to get a daily rate that is as close as possible to the current RHS rate for the person.

### Step 2

Using the same worksheet file from Step 1(2020 DSPD Budget Worksheets COVID-19), go to the Instructions tab. You will see a table on the right portion of the tab. Find the number of days that the person plans to attend the day program. Find the number of hours to deduct from a 24 hour plan in the right hand column of the table. Write that number down.

Next, go back to the RHS tab of the worksheet. Deduct that number from one of the cells in column E of the worksheet. To do this, place the cursor in the cell you plan to modify. Insert an equal sign (=) in front of the number of hours in the cell and a minus sign (-) after that number and enter the number of hours to deduct that you wrote down from the instructions tab and select enter from your keyboard. You will now see a new, reduced rate at the bottom of the RHS worksheet.

### Step 3

Next, complete a RAS form (FY2020 RAS Form), which can be found on the [DSPD COVID-19 Information and Resources](#) webpage under the heading “Support Coordinators”. Include one row in the request side of the form with the RHS at the rate calculation from Step 1 and another row for RHS with the new rate you just calculated in Step 2. Enter 30 units for both RHS lines, with a minus sign (-) in front of the unit number at the old rate.

**Step 4**

If you need to add units of MTP and day services into the plan to accommodate the planned days of return to the day program, add rows for each for the number of units needed and the current rates for those services in the RAS form.

**Step 5**

Submit both the 2020 DSPD Budget Worksheets COVID-19 and the RAS form to [clayhiatt@utah.gov](mailto:clayhiatt@utah.gov). He will review the documents and send them along for pro forma budget changes and release of the restrictor that prevents RHS rate changes. Upload the new RHS Worksheet into USTEPS as usual.

**Step 6**

Make the plan budget changes to match the RAS request you sent to Clay and you will be notified when the pro forma and restrictor changes have been made so you can activate the revised plan.