

Day to Residential Service Conversion Instructions for FY 2021

COVID-19

Step 1

Access the conversion calculator by going to the reports portal in USTEPS under the “Consumer Specific” category. The report is called “Reallocation of Day Services to Residential Services”. When inputting the effective start date, please make sure the date is before the plan end date and is July 1, 2020 or later. Then select one of three end dates: 7/31/2020, 8/31/2020, or 9/30/2020 depending on the length of the individual will not be attending a day service. Also select the number of units for day services, summer program, MTP and any other service codes listed that you will be transitioning to residential services. You must input 0 units for any other service codes that you WILL NOT be transitioning. The calculator will give you the information needed to make the plan changes and give you a residential rate for the period of time you have entered. You will now need to complete a 24 hour RHS worksheet, or a worksheet for HHS/PPS.

Step 2

For RHS, use the 2021 DSPD Budget Worksheet that can be found on the [DSPD COVID-19 Information and Resources](#) webpage under the heading Support Coordinators. Once you have opened the worksheet start with inputting the hours and ratios that were in the most recent RHS worksheet for the individual. 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 new calculated RHS rate for the person.

For HHS or PPS, also use the 2021 DSPD Budget Worksheet and enter the information to match the persons HHS/PPS worksheet before any COVID-19 changes were made. Then change the “Other Supports” amount until the daily cost matches the new calculated HHS/PPS rate for the person.

Step 3

Make the changes from the RHS or HHS/PPS worksheet to the person’s plan budget. Then send the calculator results and the revised RHS or HHS/PPS worksheet to Jay (jkarlin@utah.gov), Mary Jo (mpeck@utah.gov), or Dirk (dirkmurdock@utah.gov) to make the changes to the

restricted codes. Upload the new residential worksheet into USTEPS as usual and once all the needed changes are made, activate the modified plan.

*If additional funds are required to meet the individual needs, please submit a Request for Services (RFS).