
SHORT TERM ABSENCES FROM THE STATE

While continuing services; or while services are suspended.

Directive 1.58

Authorizing Code: [26B-6-403](#)

Rule: n/a

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Forms: n/a

Purpose

The purpose of this directive is to establish a policy for DSPD staff to use when receiving notifications from an SCE, person, or family, of an intended short-term absence from the state. This directive is divided into two sections, addressing the following scenarios: 1) the person is leaving the state temporarily and will continue to use services while absent; 2) the person is leaving the state temporarily and will not continue to use services while away.

Definitions

(PCSP) Annual Review - Review of the previous year's Person-Centered Support Plan including goal setting for the upcoming year. Completed annually at the Person Centered Planning meeting.

Division (DSPD) - Division of Services for People with Disabilities

Eligibility Determination - An annual review performed by the Department of Workforce Services (DWS) to determine ongoing Medicaid eligibility.

Support Coordinator (SCE) - a division employee or a contracted provider that provides case management services

USTEPS - Utah System for Tracking Eligibility, Planning, and Services.

Waiver Manager - program manager responsible for a specific waiver or waivers.

Policy & Procedure

1. Procedure for taking a temporary absence from the state, while retaining services:
 - a. The following procedure applies upon notification to DSPD from either the SCE, person or family of a planned absence from the state, while continuing to use services.
 - b. DSPD allows a maximum of 30 days absent from the state while still continuing services.
 - i. The 30 days are within a single fiscal year and are counted cumulatively, not consecutively.

- c. The waiver manager shall make a log note in USTEPS of the written correspondence notifying DSPD of the dates of absence.
 - i. Log notes will be entered for each notification of absence.
 - d. For absences of 30 days or more, the waiver manager shall notify the SCE that services can no longer be used past 30 days.
 - e. For absences of 30 days or more, the waiver manager shall notify DSPD Finance by email at dspdfinance@utah.gov.
2. Procedure for taking a temporary absence from services, while out of state:
- a. The following procedure applies upon notification to DSPD from either the SCE, person or the family of a planned absence from services while leaving the state.
 - b. The applicable waiver manager will document the absence as follows:
 - i. Confirm that no services will be needed during the absence;
 - ii. Confirm the duration of the anticipated absence, including the expected date of return.
 - c. The applicable waiver manager shall provide the person/family with general information regarding the use of medical services through Medicaid while out of state. For more detailed information, and to answer any questions about Medicaid benefits, the waiver manager shall refer the person/family directly to their DHHS Health Program Representative (1-866-608-9422), as well as the Department of Workforce Services caseworker for any questions on Medicaid eligibility.
 - d. The applicable waiver manager shall determine whether SCE services shall be continued:
 - i. If the absence is less than 60 days - the SCE services shall be continued;
 - ii. If the absence is more than 60 days, SCE services shall be temporarily transferred to internal DSPD support coordination.
 - iii. The PCSP Annual Review and Eligibility Determination dates shall be considered carefully whenever they would occur during the absence period. In such cases, good faith efforts shall be made to complete both of these prior to the start of the absence.
 - e. Time limits on absence before disenrollment:
 - i. After 90 days of continuous absence, the waiver manager shall review the status and then comply with Directive 1.30 (“Home and Community-Based Services Disenrollment Protocol”) as applicable.