



UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES DIVISION OF SERVICES FOR PEOPLE WITH DISABILITIES POLICY AND PROCEDURES		
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SHORT-TERM ABSENCES FROM THE STATE WHILE CONTINUING SERVICES OR WHILE SERVICES ARE SUSPENDED		
<p>RATIONALE: The intent of this policy is to establish guidelines for division staff when responding to notifications that a Person intends to be absent from the state for a short period of time. The policy promotes communication to ensure that a Person’s needs are met during any temporary absence from the state.</p> <p>Authorizing Code: 26B-6-403 Rule: NA Forms: NA</p>		
Original Effective: 11/1/2023	Revision: 3/12/2026	Next Review Due: 3/1/2029

I. DESCRIPTION

This policy establishes guidelines for division staff when they receive notification of a Person’s short-term absence from the state. The notification may come from a support coordinator, provider, a Person, or their family. The policy addresses the following situations separately:

- A. a Person is leaving the state temporarily and shall continue to use services while absent; or
- B. a Person is leaving the state temporarily and may **not** continue to use services while they are absent.

II. DEFINITIONS

The following terms are defined for this policy as:

- A. **Division:** means the Division of Services for People with Disabilities, as defined in Section 26B-6-401.
- B. **Support Coordinator (SC):** means an employee of the division or an individual contracted with the division who assists with:

1. assessing the need of a Person receiving division funding;
 2. completing written documentation of support;
 3. developing a service and support plan for a Person receiving division funding;
 4. monitoring the appropriate spending of a Person's annual budget;
 5. monitoring the health and welfare of a Person; and
 6. monitoring the quality of each service used by a Person receiving division funding.
- C. **Waiver manager:** a division employee responsible for the operation of a specific waiver or waivers, who may delegate certain responsibilities to a designee.

III. POLICY

- A. The division may allow a Person to be absent from the state for a maximum of 30 days while still receiving services. The 30 days shall be within a single fiscal year and are counted cumulatively, not consecutively.
- B. After 90 days of continuous absence, the waiver manager shall review a Person's status and then comply as applicable with Policy 1.30 "Home and Community-Based Services Disenrollment Protocol."
- C. Time limits on absences before waiver disenrollments take place do not apply to the Limited Supports Waiver, because services on that waiver are intermittent and episodic.

IV. PROCEDURE

Procedure for taking a temporary absence from the state, while using services.

- A. The following procedure applies whenever the division is notified of a planned absence from the state for any amount of time up to 30 days while a Person is continuing to use services. The notification may come from either the support coordinator, a provider, the Person, or their family. The waiver manager shall:
 - 1) make an entry in the Waiver Manager Tracking Google document;
 - 2) notify the DFA/DSPD accounting and finance team by email at dspdfinance@utah.gov; and
 - 3) request that the SCE log the absence into USTEPS.
- B. For cumulative absences of 30 days or more:
 1. the waiver manager shall notify the support coordinator that services may no longer be used past 30 days; and
 2. they shall notify the division's Individual Budget team by email at dspdfinance@utah.gov.

Procedure for taking a temporary absence from the state, when **NOT** using services.

- C. The following procedure applies whenever the division is notified of a planned absence from the state when a Person does not, or does not intend, to use services. The notification may come from either the support coordinator, a provider, the Person, or their family. To document the absence, the applicable waiver manager shall:
 1. confirm that no services shall be needed during the absence;
 2. confirm the duration of the anticipated absence, including the expected date of return;

3. provide the Person or their family with general information regarding the use of available medical services through Medicaid while out of the state;
 4. refer the Person or their family to their DHHS Health Program Representative for more detailed information about Medicaid benefits; and
 5. refer the Person or their family to their Department of Workforce Services caseworker for questions on Medicaid eligibility.
- E. The applicable waiver manager shall determine whether support coordination services shall be continued.
1. Support coordination services may continue if the absence is less than 60 days.
 2. Support coordination services may temporarily transfer to a division support coordinator if the absence is more than 60 days.
 3. The person-centered support plan annual review date, and the Department of Workforce Services eligibility determination date, shall be considered carefully whenever these would occur during the absence period. In such cases, good faith efforts shall be made to complete both of these reviews prior to the start of the absence.