

Support Coordinator Quarterly Meeting

July 15, 2026



**Department of Health
& Human Services**

Services for People
with Disabilities

Housekeeping

- This meeting is being recorded
- Please mute your microphone
- Recording and slides will be available this Friday at:
<https://dspd.utah.gov/support-coordinators/sce-quarterly-meetings/>
- Questions? Please type into chat.

Agenda

- Announcements
- DSPD updates
- Partner updates
- Q&A

Announcements

- **Roadmap for Quality town hall**
 - Thank you
 - ICYMI, we will share links to the recorded meeting
 - We will hold semi-annual town halls to share progress updates on implementing the Roadmap for Quality
- **Sharing credentials vs. temporary transferring cases:** Please don't share credentials; please temporarily transfer cases.

DSPD Updates



**Department of Health
& Human Services**

Services for People
with Disabilities

Contract, Rule and Training

- New employment service codes effective July 1:
 - Supported Job Development (SJB)
 - Supported Job Retention (SJR)
 - Supported Job Placement (SJP)
- Supported Employment for and Individual (SEI) service code updated to remove the requirement to assist persons with obtaining employment
- Use SJD service code if a Person needs assistance obtaining employment
- Please refer to 91172 contract SOW for details on new service codes and updates

DSPD Updates

USTEPS team

- Employment data remodel updates
 - Employment data integration with the Employment Pathway Tool (EPT).
 - EPT integration with the PCSP.
 - PCSP Updates
 - EPT “Important TO” maps to “Daily Life Employment” domain.
 - Employment goal.
 - Support Options.
 - Support Strategies and Monthly Summaries.
 - Training for SCEs on EPT/PCSP - August 11
- Timesheet billings report demo

DSPD Updates

Budget and finance updates

- Please start working on handwrites right after closeout. We would like to have those by the end of August or early September.

DSPD Updates

New budget worksheets - FY2027

- <https://dspd.utah.gov/providers/forms/>

DSPD Updates

Individualized Budget Plan			
FY2027		Identification Number:	Supp Coord ID:
Effective Date:			
If DCFS Child enter WHX Code Amount:			
Community Supports:	Unit Rate	Annual Units	Average Daily Hours
Residential Habilitation RHS			
Professional Parent/Host Home Supports PPS, HHS			
Site & Nonsite-Based Day Supports DSG			
Supported Employment SEE DSI			
Day Support Partial DSP 6 hour			
Day Supports Partial DSP 10 hour			
Day Support Partial DSP Qtr hr- 6 hr max			
Day Support Partial DSP Qtr hr- 10 hr max			
Employment Preparation Service EPR 6 hour			
Employment Preparation Service EPR Qtr hr- 6 hr max			
Employment Preparation Service EPR Qtr hr- 10 hr max			
Revised 7/1/2026			
Individualized Budget Plan Software 04-19-02.xls			
Utah Division of Service for People with Disabilities			

New budget worksheets - RHS

- Hours/staff ratios
- Absentee factor
- Built-in ELS days

DSPD Updates

Residential Habilitation Worksheet: Community Supports						
FY2027						
Supports Worksheet for:	Identification Number:	Supp Coord ID:	Effective Date:	WHX		
0	000000000	0	1/0/1900	0.00		
Leap Year State will allow one more day then Annual Days Allocated						
Annual Days Allocated:		365				
Home Visit Rate:		0.0%	365			
		Days / Year	Days Absent			
Direct Support Personnel Costs: (I need someone)	Hrs. / Day	Hrs. / Month	Staff Ratio	Hrs. / Mo.	Daily Amt.	Mo. Amt.
At night when I am sleeping (Staff asleep)	8		2.0	0.0	\$0.00	\$0.00
At night when I am sleeping (Staff awake)			1.0	0.0	\$0.00	\$0.00
To help me with getting up in the morning, dressing and bathing, getting my breakfast, lunch, dinner, and washing my clothes.	10		1.0	0.0	\$0.00	\$0.00
			2.0	0.0	\$0.00	\$0.00
			3.0	0.0	\$0.00	\$0.00
Negative Adjustment for PBA Code	-0.05		1.0	-1.5	(\$0.60)	\$0.00
	Hrs. / Weekend	N/A	N/A	N/A	N/A	N/A
To help me do things on the weekend when I am not in school or day supports.	12		1.0	0.0	\$0.00	N/A
			3.0	0.0	\$0.00	N/A
	Direct Personnel Hours Per Month:			(1.5)	N/A	N/A
	HRS. / Day	Days / Year	N/A	N/A	N/A	N/A
Built in ELS days	6	16	2	1.6	\$1.58	N/A
Direct Personnel Costs Per Day / Month:					\$0.98	\$0.00
Average Daily Hours :		-0.05				
Direct Supervision, Admin & Non Personnel Costs					\$16.95	
Rate Increase added to daily cost cell						
Daily Cost:					\$30.07	
Home Visit Rate - Daily Adjustment:					0.0%	\$30.07
Total Daily Cost:					\$30.07	
Total Monthly Rate:					\$914.63	
Annual Cost:					\$10,975.55	

New budget worksheets-PPS/HHS

- Personnel Costs (advisor hours)
- Other Supports

DSPD Updates

Professional Parent / Host Home Worksheet: Community Supports

FY2027

Supports Worksheet for:	Identification Number:	Supp Coord ID:	Effective Date:	WHX
0	000000000	0	1/0/1900	0.00

Direct Support Cost

Personnel Costs: (I need someone)	Hrs. / Day	Hrs. / Mo.	Staff Ratio	Hrs. / Mo.	Daily Amt.	Monthly Amt.
Recommended hours of support provider staff must provide to be determined by the team.	minimum	012	1.0	0.0	\$0.00	\$0.00
			2.0	0.0	\$0.00	\$0.00
Direct Personnel Costs Per Day / Month:					\$0.00	\$0.00

Direct Service Supervision Costs Daily Rate	12.95%	Direct Svc Supervision Costs Per Day	\$0.00
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Direct Personnel Avg. Hours / Mo.	0.00
Total Direct Support Costs / Day:	\$0.00
Direct Personnel Avg. Hours / Day	0.00

Other Supports

Assure Health and Safety of the individual Includes parents pay, respite and other needed supports	Daily Amt.
\$0.00	\$0.00

(Rate Individually Negotiated with Professional Parent/Host Home Provider based upon available funds)

Breakdown of costs included in other supports for informational purposes:

Indirect Support Costs

Admin. (Indirect Management Costs) Daily Rate:	12.85%	Admin Costs Per Direct Personnel Day	\$0.00
Non- Personnel Operating Costs Daily Rate:	7.96%	Non-Personnel Operating Costs Per Day	\$0.00
Indirect Support Max not to exceed \$31.92 / day		Total:	\$0.00
			MAX RATE

Rate Increase added to daily cost cell	
Total Daily Costs	\$0.00

New budget worksheets: Instructions

- RHS- ELS

DSPD Updates

RHS			This is the worksheet used to develop a daily rate for residential
I8	Absentee rate:		Work with the residential provider to determine if an absentee rate is needed. If needed, please enter the # of absent days per year in cell I8 This should only be adjusted at beginning of plan year, not mid year. The absentee rate cannot exceed 30 days per year without RFS approval.
E11-E15	Hrs./Day		This cannot exceed 24 hours. If client is in 6 hour day program or school, this cannot exceed 18 hours. Whole numbers or quarter hour decimals can only be used.
F11-F15	Hrs./Month		This is rarely used.
E18-E19	Hrs./Weekend		These are hours added to residential supports on weekend to cover time not in school or day program. Generally it is 12 hours total.
G11-G19	Staff Ratios		Enter staff ratio for the preceding # of hours Whole #s or quarter hour decimals can only be used.
E22-G22	ELS		This is a set # of days built into the RHS rate, generally 16 days. The ELS staff ratio is set at 2 unless the majority of the other staff hours are 1:1. Any change to this will require RFS review. The minimum days that have to be included are 6 days to cover major holidays. Days and hours should be adjusted at the beginning of a plan cycle to reflect a best estimated based on the needs and preferences of the person. RFS must review the worksheet if it is less than 16 days. These hours should equal the amount of hours that RHS staff is covering for other services the individual does not attend like day supports or school. If there are hours that are not staffed during the weekday those hours should not be accounted for in the ELS line. Individuals receiving RHS services do not need to be staffed 24 hours a day. If the worksheet covers 24 hours there should not be any ELS hours.

Reminder: The total daily residential and day program/supported employment hours should not exceed 24 hours.

This includes: RHS+DSG, RHS+SED, RHS+SE/DSI, RHS+DSP, RHS+EPR

ELS must also be included in total hours

New budget worksheets: Instructions

- DSG- annual days allocated

DSG		
	This is the worksheet used to develop a daily rate for a site/non site based day program that averages 6 hrs a day.	
H6	Annual Days Allocated	Please enter the annual number of days of day supports approved. Generally, a person receiving both RHS and DSG is eligible for 244-255 days depending on the number of work days in the year and the number of ELS built into the RHS worksheet. In the last month of the plan cycle, additional DSG days may be requested even if all built-in ELS days have not been used if the following conditions are met: the DSG and RHS providers are different AND the DSG provider is only billing Monday through Friday. If this is a reoccurring issue, please consider changing the number of built-in ELS days in the RHS worksheet.
E8-E11	Hrs/Day	This should generally not to exceed 6 hours/day. Whole #s or quarter hour decimals can only be used.
G8-G11	Staff Ratios	Whole #s or quarter hour decimals can only be used.

DSPD Updates

Housing: Stable tenancy training

- *Purpose:* The housing team is now offering training using the newest tenant toolkit.
- *Who:* Families struggling with tenancy but not yet in crisis will be referred to dspdhousingteam@utah.gov.
- Support teams working with the family will be encouraged to accompany the families referred.
- Training will be offered in person or virtually.

Caregiver Compensation reminder

- While other supported living codes can be extended past 8 hours a day with support coordinator approval, the service codes for caregiver compensation do not.
- CMP, CMS, CM2, and CM3 are limited to 8 hours a day.
- Please ensure SAS documentation is complete and correct.

DSPD Updates

Partner update

OSR

DHHS91258 6.3 On-site visit requirements and recent issues

- Directly observe supports provided
- Assess services provided are consistent with PCSP
- Assess compliance with Federal Settings Rule
- Health and safety needs that need attention
- Service location is safe and residence is safe, in good repair, free from hazardous conditions, and maintained in sanitary fashion
- Conduct unannounced visits when a health/safety concern is present

ABI Certification and ABI training materials (SCEs)

Certification Process:

1. Access to the manual:

You can start by clicking on the following link (ABI Training Materials):

https://drive.google.com/drive/folders/1obkKcfcpcTbKkESN77hiokb7l_xxbWaQ

- Complete Certification sign off sheet

2. After that I will send you **the written exam**. You have up to two weeks to complete it. After successful completion I will schedule with you the oral exam.

3. **The oral exam** includes two steps.

Step a): Picture of a MRI of a person with a brain injury (usually MRI's are black and white, but for training purposes this one will be in color)

Step b): We will go over your written exam and I will ask you some follow up questions to responses you made on your written test.

Please let me know if you have questions. You can best reach me at (801) 809-5391.

DSPD Updates

Partner
updates

OSUMH

Requesting a mental health
assessment

Q&A

Discussion



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Looking ahead

Next support coordinator quarterly:

Wednesday, October 21, 2026 at 11:30 a.m. to 1 p.m.

Next family and self advocate quarterly:

Wednesday, August 5, 2026 at 11:30 a.m. to 1 p.m. | 6:30 to 8 p.m.

DSPD
SCE quarterly
meeting

Materials and Resources

July 2026

Rules updates - open for public comment until 8/14

- [State bulletin](#)
- [Comment submission form](#)

New FY2027 budget worksheet resources

- [Presentation handout](#)
- [Suggested method to complete normal RHS worksheet](#)
- [Restricted service codes explained](#)

Housing

- [Empowering stable tenancy training overview](#)

ABI training

- [Training materials folder](#)