

Practice Alert



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Issued by: Dawn Rector
Vickie Stoneberger

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Process and System Change for Subsidy Residential

The purpose of this Practice Alert is to notify staff of a process and system change for subsidy residential services.

When adding QRTP, traditional residential or aftercare services to subsidy AS and LG contracts, amendments, and attachments, staff will use the code ASRT for all. **“State Contracted Rate”** will be placed on the grid under the Maximum Amount. A dollar amount is no longer required on the grid or in the explanation for these services. The statement *“ASRT has been approved at the state contracted rate for the approved level of care”* will be used in the explanation section.

When a Child Specific Contract has been approved by the residential unit, staff will use the code ASRT. The monthly amount provided by the residential unit will need to be put on the grid under Maximum Amount. The statement *“ASRT has been approved through a Child Specific Contract”* will be used in the explanation section.

The CD-302 has been updated and will continue be required as documentation when submitting an initial, extension, aftercare, and a Child Specific Contract request for residential services.

Staff do not need to take action on any subsidy agreements that have been processed prior to December 19, 2022 unless directed to do so individually by Central Office. DFAS and ITSD will rectify the AS and LG contracts, amendments, and attachments with an ASRT or RTRS with a start date of October 1, 2022 through close of business on December 18, 2022. Active ASRT and RTRS in the FACES system will be changed to “state contracted rate”

Staff are encouraged to begin this process now, however, as of December 19, 2022 the Subsidy Unit will NOT accept AS and LG contracts, amendments, and attachments unless the above process has been used. We need to have a cutoff date for DFAS and ITSD to complete their system changes.