

Temporary Staff Add-On Process for Providers Effective April 1st 2020

Instructions to providers:

1. April 1st, all clients received a temporary rate increase. Prior to requesting **any** Staff Add On, the provider needs to review and consider if temporary rate increase funds will adequately meet the need of the request. If the provider has funding to cover the Staff Add On request, a Staff Add On request should not be submitted. The provider must include in the "Reason/Justification for Request" section that they have reviewed all contract funds including the temporary rate increase and existing funds do not cover the cost.
2. If a Staff Add On request is submitted by the provider, the Provider will continue to use Form 15-379 *Staff Add-On Request for Client Specific Need*.
3. The provider will continue to follow the instructions on the form.
4. The provider must provide **additional documentation** in the "Reason /Justification For Request" section.

Additional documentation must include:

- a. If the request is related to COVID 19 or not.
- b. If the request is related to COVID 19, how is it related to COVID 19.
- c. If a COCA will be or has been submitted for the client and the COCA start date.
- d. Documentation that they have reviewed all contract funds including the temporary rate increase and existing funds do not cover the cost.

Example 1: Staff Add On request due to COVID 19 related symptoms

REASON / JUSTIFICATION FOR REQUEST:

Provide an explanation of the circumstances requiring the need for additional staff and the anticipated length of the need, including an explanation of how the amount was determined (i.e. hours per day or do the hours vary depending on the day, weekends vs. weekdays).

Extra support needed for frequent monitoring of COVID 19 symptoms for the next 14 days. Unable to share supports due to client staying in their room per Dr. order.

The agency has reviewed all contracted funding including temporary rate increase and existing funds do not cover the cost

Example 2: Staff Add on request due to client going home with family COVID 19 related. Agency is providing a limited amount of staffing in the family home.

REASON / JUSTIFICATION FOR REQUEST:

Provide an explanation of the circumstances requiring the need for additional staff and the anticipated length of the need, including an explanation of how the amount was determined (i.e. hours per day or do the hours vary depending on the day, weekends vs. weekdays).

SPH client went home with parents from 4/1 to 5/15 due to COVID 19.

A COCA will be submitted from 4/1 to 5/14.

The agency will be providing 5 hours of care in the parent's home daily.

The agency has reviewed all contracted funding including temporary rate increase and existing funds do not cover the cost.

How the Staff Add On will be Processed by DDA:

1. RMs continue to review Staff Add On requests that are in line with the current Policy.
2. Prior to processing and making a payment on ANY Staff Add On the RM will need to verify the provider documented in the "Request / Justification for Request" section the additional requirements as per "Instructions to Providers".
3. The RM will use the current rates in place for Non MSA, MSA and King County. There is no temporary rate increase added to a Staff Add On request.
4. If the request falls outside of current Policy, the RM will work with the RMA of designee to staff the provider's request. These requests will also be reviewed by HQ.