



DEPARTMENT OF DEVELOPMENTAL SERVICES

COMMUNITY SERVICES AND SUPPORTS DIVISION PROGRAM ADVISORY

CDB 05-2

February 2005

Revised Forms; Student Eligibility for Habilitation Services; Work Activity Program FY 05-06 Schedule of Allowable Billing Days

Revised DS 1964, DS 1971 & DS 1972

The Department of Developmental Services (DDS) previously required service providers to record attendance on a staggered or non-staggered DS 1964 group billing form. The purpose of this program advisory is to describe and clarify the usage of the revised DS 1964 (1/2005), effective March 2005. The DS 1964 (1/2005) is available on the DDS website.

DDS will only require the usage of the revised DS 1964 (1/2005) to record consumer attendance. Service providers must continue to document the start and stop time for all consumers in groups. However, this required documentation does not need to be sent to DDS or regional centers unless specifically requested.

Additionally, some consumers may continue to require a staggered work schedule as defined and cited in Title 17, Section 58832 (b)(4). The necessity for staggered hours attributable to medical needs, transportation needs, or job requirements, as established by the employer, **must be documented in the consumer's Individual Program Plan (IPP)**. The documentation in the consumer's IPP or *IPP Addendum* **must be specific** as to the reason for the approval of staggered time.

DDS has updated the DS 1971 and DS 1972 forms that are used to collect statistical and monitoring data for Work Activity Programs (WAP) and Supported Employment (SEP) – Individual Placement Services. The updates, identified as DS 1971 (1/05) and DS 1972 (1/05), include sorting features for use by the service providers. These forms replace the current versions, effective March 2005, and are available on the DDS website.

Student Eligibility for Habilitation Services

This program advisory will serve to establish the eligibility guidelines for students, ages 18 to 22 years old, requesting habilitation services.

To be eligible for habilitation services, students, ages 18 to 22 years old, must have either graduated with a high school diploma, certificate of completion, or have withdrawn from school and have a documented certificate of withdrawal.

Work Activity Program FY05-06 Schedule of Allowable Billing Days

This program advisory serves to clarify the entity responsible for setting holiday schedules for Work Activity Programs, Day Programs, and Supported Employment Programs.

DDS establishes the maximum billable days of service for consumers in Work Activity Programs. DDS will continue this practice and publish this schedule by April 30 each year.

Currently, regional centers establish a uniform holiday schedule for regional center vendored Day Programs only. Regional Centers will continue to establish day program holiday schedules. Regional Centers do not establish holiday schedule for Work Activity Program and Supported Employment Programs.

Consumers employed in the community, either in individual or group supported employment, will have their work and holiday schedules determined by their employers. Employers will continue to establish these schedules.