



DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD Network

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Attention Qualified Vendors of Group Home Services (HAB, HPD)

Phase I of the new Program Staffing Application which electronically manages the Habilitation Matrix submittal, review, and approval processes is now available for use. The complete implementation plan includes three Phases:

Phase I – to be implemented by 03/31/2015

- Staffing schedules (HAB Matrix) is submitted on-line by providers and approved or denied by Division network staff.
- Contains a list all providers, sites, and contacts.
- Site summary includes; site detail, occupancy, members, and fire risk profile.
- Member detail includes; identification, demographics, services, authorization time period, and other information specific to the member's condition.
- The Rate Book is part of the application.

Phase II

- Has all the functionality of Phase I.
- Incorporates the Vendor Call process including the Placement Profile.
- Contains Request for Release letters.
- Generates reports used by Network and Business Operations.
- Incorporates the approval process between Network and the Division's Administrative Office.

Phase III

Further integrates business operations reports and will tie information to claims. The data in the application will be used to track and trend members in group home settings allowing greater ability to forecast utilization. At this time, no timeframe has been established for implementation of Phase III.

All Qualified Vendors of Group Home Services (HAB/ HPD) must submit Habilitation Matrices for each group home site using the Program Staffing Application (Phase I) by March 31, 2015.

For questions about this communication, please contact your Network Representative:

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