Minnesota Department of **Human Services**

March 26, 2012

Dear DT&H Provider:

On March 14, 2012, the Disability Services Division (DSD) placed a letter in your MN–ITS mailbox about staffing ratios with instructions and two spreadsheets. That letter was marked "Draft" and reflected the proposed implementation timelines and guidelines from the Governor's rate setting bill. We would like to update the implementation timelines to prevent misunderstandings given the discussions underway at the legislature.

The updated implementation timelines and guidelines should read:

> There are discussions underway through the legislative process that will likely affect the implementation date. Calendar year 2012 is a research period. Our goal is to work with stakeholders during this research period to understand the impact of the rate system and to refine it as necessary to create statewide rate-setting methodologies for disability waiver services that:
>
> - Are transparent, fair and consistent across the state, yet capture the individualized nature of the services
> - Promote quality and participant choice
> - Meet federal requirements for the administration of waiver programs
> - Establish rates based on a uniform process of structuring rates for services

Continue to follow the instructions in the 3/14/12 letter. Calculate an average weekly staffing ratio for each person served. Share this information with case managers at the person's next annual or semi-annual review, whichever comes first.

We apologize for any confusion this may have caused you.

If you need to have the original instructions and spreadsheets sent to you again, please send a request to DSD at DSD.Rates@state.mn.us and include your NPI/UMPI number(s) in your request.

We appreciate and value your service to people with disabilities through your continued participation in MHCP.

Thank you.

Disability Services Division