



MEMO

TO: All DDDS Staff , Day, and Residential Providers

FROM: Stacy Watkins, Assistant Director of Community Services-Operations

DATE: August 5, 2021

Re: Clarification of Quarterly vs. Monthly Reports and Due Dates #2

During the public comment period of the 1915 (c) Home and Community Based Services (HCBS) Lifespan waiver, the Division received the comment that Residential providers should have the same expectations as Day providers regarding the requirement for quarterly reports rather than monthly reports. It was further stated that monthly reporting is so frequent that it can be difficult to analyze progress towards goals whereas a quarterly review provides more opportunity to see and document any progress that is being made.

DDDS felt that this was a valid point, simplified the process as much as possible for all involved, and further aligned the way our collective business operates. The change was made to the waiver and was effective on July 1, 2019 when the waiver renewal was approved by CMS. Please review page 146 of the current Lifespan waiver renewal; last paragraph for verification.

There have also been some questions regarding the due date for quarterly reports. The waiver directs that the review period is based upon a **calendar** quarter and the reports should coincide with the same time period. Calendar quarters are; Q1-January, February, March with the report due by the designated date in April, Q2-April, May, June with the report due by the designated date in July, Q3-July, August, September with the report due by the designated date in October, Q4-October, November, December with the report due by the designated date in January. This allows for clear tracking and monitoring of completion and upcoming due dates systemwide.

Based on the provider community's feedback and request, quarterly summaries will now be due on the 15th of the month following the close of the quarter. This will be in effect starting with Q3 quarterly summaries (July, August, September) so they will be due by October 15, 2021.

Please feel free to contact me directly with any questions or concerns that you may have related to this matter. Stacy.Watkins@delaware.gov or 302-893-3044.