

Instructions:

This data request is designed to provide updated, specific data for consideration in potential adjustments.

These data are intended to inform potential adjustments to the transportation components and staffing ratio assumptions built into the Day Habilitation rates.

On the **|Data Templates|** tab, there are four identical sections. Each section requests information about staff time, staff ratios, and transportation costs.

Each section requests distinct information by staffing ratio of individuals served. The sections are labeled at the top and represent the following staff ratios:

- *2:1 Staff Ratio*
- *1:1 Staff Ratio*
- *Small Group*
- *Large Group*

Please populate each section applicable to your organization based on the accompanying descriptions. Cells with a yellow background should be populated by your organization. Cells with a gray background are automatically calculated based on this information. Ex:

(Please populate these cells)

(These cells are automatically calculated)

Please populate these sections with data from **1/1/22 through 3/31/22** (or the most recent 3 complete months available).

This information is then summarized on the **|Data Summary|** tab. Please review this tab to ensure the data accurately reflects your program experience and make any adjustments/corrections in the **|Data Templates|** tab.

If there is any additional context or comments that may be helpful in reviewing your data, please provide them on the **|Additional Comments|** tab.

Please return the completed file no later than close of business on **05/06/22**.

Please return the completed file and address any questions to **lesley.le@optumas.com**, **kris.welch@optumas.com**, and **robert.white2@maryland.gov**.

Thank you for your assistance!

Meaningful Day Service Data Request: **2:1** (2 Staff to 1 Individual)

Provider:

Line	Description	Hours/Week
1	Weekly Average Paid DSP Hours Transporting Individuals Served for Meaningful Day	
2	Weekly Average Meaningful Day DSP Service Delivery Hours	
3	Other Weekly Average Non-Billable DSP Hours	
4	Total Weekly Average DSP Hours	-
5	Average Monthly Non-Wage Transportation Costs (Loan payments, Fuel, Insurance, Maintenance, etc.) for Meaningful Day	
6	Average Monthly Meaningful Day DSP Wages	
7	Average Daily Individuals Served in Day Habilitation	
8	Average Daily DSP Staff	
9	Average Staff Ratio	-

Meaningful Day Service Data Request: **1:1** (1 Staff to 1 Individual)

Provider:

Line	Description	Hours/Week
1	Weekly Average Paid DSP Hours Transporting Individuals Served for Meaningful Day	
2	Weekly Average Meaningful Day DSP Service Delivery Hours	
3	Other Weekly Average Non-Billable DSP Hours	
4	Total Weekly Average DSP Hours	-
5	Average Monthly Non-Wage Transportation Costs (Loan payments, Fuel, Insurance, Maintenance, etc.) for Meaningful Day	
6	Average Monthly Meaningful Day DSP Wages	
7	Average Daily Individuals Served in Meaningful Day	
8	Average Daily DSP Staff	
9	Average Staff Ratio	-

Meaningful Day Service Data Request: **Small Group** (5 or Fewer Individuals)

Provider:

Line	Description	Hours/Week
1	Weekly Average Paid DSP Hours Transporting Individuals Served for Meaningful Day	
2	Weekly Average Meaningful Day DSP Service Delivery Hours	
3	Other Weekly Average Non-Billable DSP Hours	
4	Total Weekly Average DSP Hours	-
5	Average Monthly Non-Wage Transportation Costs (Loan payments, Fuel, Insurance, Maintenance, etc.) for Meaningful Day	
6	Average Monthly Meaningful Day DSP Wages	
7	Average Daily Individuals Served in Meaningful Day	
8	Average Daily DSP Staff	
9	Average Staff Ratio	-

Meaningful Day Service Data Request: **Large Group** (More than 5 Individuals)

Provider:

Line	Description	Hours/Week
1	Weekly Average Paid DSP Hours Transporting Individuals Served for Meaningful Day	
2	Weekly Average Meaningful Day DSP Service Delivery Hours	
3	Other Weekly Average Non-Billable DSP Hours	
4	Total Weekly Average DSP Hours	-
5	Average Monthly Non-Wage Transportation Costs (Loan payments, Fuel, Insurance, Maintenance, etc.) for Meaningful Day	
6	Average Monthly Meaningful Day DSP Wages	
7	Average Daily Individuals Served in Meaningful Day	
8	Average Daily DSP Staff	
9	Average Staff Ratio	-

Meaningful Day Service Data Summary

Provider:

Line	Description	Hours/Week
1	Weekly Average Paid DSP Hours Transporting Individuals Served for Meaningful Day	-
2	Weekly Average Meaningful Day DSP Service Delivery Hours	-
3	Other Weekly Average Non-Billable DSP Hours	-
4	Total Weekly Average DSP Hours	-
5	Average Monthly Non-Wage Transportation Costs (Loan payments, Fuel, Insurance, Maintenance, etc.) for Meaningful Day	-
6	Average Monthly Meaningful Day DSP Wages	-
7	Average Daily Individuals Served in Day Habilitation	-
8	Average Daily DSP Staff	-
9	Average Staff Ratio	-

Additional Comments:

Please provide any additional comments or context you think may be helpful in reviewing these data in this space.

DRAFT