

### Modification of the IRBI Effective with Services Provided 9/1/11 and After

The Residential Budgeting Instrument assumes the most significant portion of residential cost is direct support. It allows you to tailor direct support hours to an individual's needs, on a daily or a monthly basis. It also factors in staffing ratios. There is space for adding additional hours on weekends and it contains a standard addition for "relief staff" needed due to direct support workers taking leave or holidays. A cell for entering an absentee rate (the field is called "Home Visit Rate," but will work for any absence) allows a provider to bill the annual amount of the residential in a fewer number of days based on the individual's history of being out of the home overnight during the year.

The rate(s) for each hour of direct support (for awake staff) correspond to the level of each individual's ICAP service score. For service scores 0 to 35, the worksheet will insert \$13.00 in the wage column; service scores from 36 to 60 will set the wage at \$11.50; and service scores from 61 to 99 will set the wage at \$10.25.

There is a calculated add-on for supervision, based on a flat daily rate of \$4.00 plus 4.50% of the direct support cost.

Space is provided to add hours for two types of professional service: LPN nursing and Dietitian. To clarify, LPN hours are for the delivery of direct service to an individual rather than for delegation oversight, and dietitian hours are only accepted if the person has a prescribed diet. An additional \$4.00 is added for each day to cover, in the aggregate, nursing expenses associated with complying with the Alabama Nurse Practice Act, as it regards oversight from, and delegation of select medication assistance functions by, a nurse.

Indirect Support Costs include Administration, Non-Personnel Operating Costs (NPOC), and Transportation (a subset of NPOC). Administration is set at 15% to fit with the administrative code, the NPOC is set at \$15.75, and transportation is set at \$3.50. Indirect costs are summed, and then matched to a cap. The lower of the cost or the cap is added to the daily cost. The cap varies, depending on the ICAP service score entered at the top of the worksheet. The cap for a score of 1 to 35 is \$38 per day; the cap for a score of 36 to 60 is \$33 per day, and the cap for a score of 61 to 99 is \$28 per day.

The worksheet uses all the entered data to derive a "Total Daily Cost."

ICAP service scores are used for rate setting in residential programs and to determine rates in day habilitation, and for initial and annual eligibility determinations and redeterminations for the waiver.

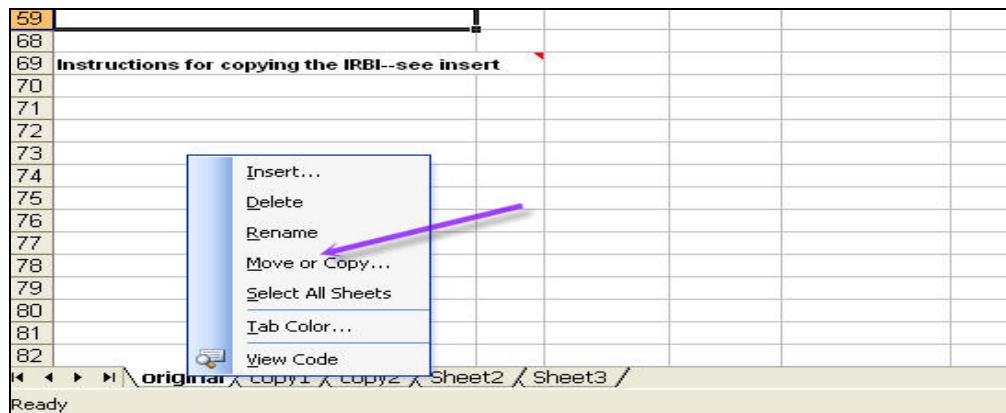
In addition to the ICAP, we need to know the results of the IRBI for every residential client. The residential provider may fill out the worksheet. If you are completing the instrument for the individuals living in a 10 person group home, you can assess the staff hours and ratio for each individual, which is the way the instrument was intended to be used, or you can make the assumption that everyone in the home receives the same services and supports and simply do an instrument for one person, then copy it 9 times, saving each version with a different name. Then go back and fill in the correct ICAP score for each individual. If you use this second approach, you will need to ensure that the total staff hours for all ten individuals do not exceed the actual hours provided in the home. There are also special instructions for copying the IRBI so that the formulas transfer to the new worksheet. These instructions are inserted in a note at the bottom of the IRBI.

When submitting the IRBI to the regional office, you will need to include, at the top of the form, a narrative explaining the direct care staff hours you have included.

## How to Download the IRBI from the Website

Go to <http://www.mh.alabama.gov/IDCP/>

Click on the Link to the appropriate IRBI Excel Spreadsheet (It will be labeled FY 09). You will get a choice to open or save – press the save button, and in the subsequent dialogue box, save it to your desktop or to a folder you set up. From there, you can copy it, preferably by using the commands on the tab at the bottom of the spreadsheet.



## How to Use the IRBI

The first thing to do when you open the worksheet in Excel is to save it with a different name. For instance, save as IRBI-Bob. Then notice at the top right corner, there is a blank into which you should enter the person's ICAP service score. A score of 50 is already entered—just type over it. If you don't yet have an ICAP completed on the individual, leave the score of 50. You can later change this figure when you do get an ICAP completed.

Most of the fields on the worksheet are locked to protect the formulae. Beneath the double line are five sections: three of the sections may require minimal data.

The first field is labeled Home Visit Rate: enter the person's expected absentee rate as a percentage or decimal. Base this figure on documentation of absences such as daily logs or billing sheets. If you know the individual has no family or persons to visit, or no plans for vacation, do not enter a figure in this field. For a new admission, use the agency's average unless you have more precise data from an admission / team meeting, school records, DHR or family input (such as an expressed desire for the individual to visit home at a specific frequency / duration). Absentee / home visit rates entered on the IRBI will also be entered into ADIDIS, so while the IRBI will increase your daily rate to cover the absences, the ADIDIS authorization will limit the days (units) you can bill that increased rate.

The second section is DIRECT SUPPORT COST: You will need to enter data into Hrs. / Day and into People Served, and you may need to enter data into Hrs. / Month. The rates under Salary / Hr. are set to respond to the ICAP score entered above. Under Hrs. / Day you will need to enter the hours of staff time that is devoted to the person in a day. If more than one person is supported by the same staff during this time, the field labeled People Served will take care of it. There are multiple lines so that you can specify different intensities of staff support during a day (e.g., 1 staff at night when person-and two roommates-are asleep, then two staff for 10 hours the next morning and evening, assuming the person attends day habilitation for 6 hours). The staffing explanation at the top of the IRBI should explain what the person is doing when not in residential care. Note in this example that in the fields to the left of HRS. / WEEKEND,

you can add the 6 extra hours per day of residential support the person would need on Saturday and Sunday. Also note that 6 hours is just an example, not a requirement.

Under People Served, on the same line(s) where you entered hours of support, enter the number of consumers being supported by those staff hours at the same time. For example, if three people are supported by two staff for a period of 6 hours, the Hrs. / Day entry would be 12 hours (2 staff times 6 hours), and the People Served entry would be 3 (3 people supported by the same 12 hours of staffing). There are instructions on the spreadsheet in a note.

**Alabama Division of Mental Retardation**  
**Individualized Residential Budgeting Instrument**  
The results of this instrument are effective with services 9/1/2007 and after

Individual Residential Budget For: Medicaid Number: ICAP Service Score (1 to 99): 50  
SS level 3 is 1 to 35  
SS level 2 is 36 to 60  
SS level 1 is 61 to 99

Provider for Residential Services: Annual Days Allocated: 365

**DIRECT SUPPORT COST:**

Staff	Salary / Hr.	Hrs. / Day	Hrs. / WEEKEND	Direct Personal Costs Per Day	Direct Personal Costs Per Month
Personnel Costs (staff support hours)	\$7.65				
At night when person is asleep (Staff asleep)	\$11.50				
Daily support hours	\$11.50				
Daily support hours	\$11.50				
Daily support hours	\$11.50				
Daily support hours	\$11.50				
Additional weekend support hours	\$11.50				
Additional weekend support hours	\$11.50				
Sick / Holiday / DS Vacation Reim.	\$11.50	6	16	2	1.5
Total Average Hours Daily Living Supports:	0.00				
Direct Service Supervision Costs:	4.50%	\$4.00			\$4.07
%-age plus Base Rate					
Direct Support Costs:					
Dir. Personnel Avg. Hours / Mo					4.6

Note: This is the number of hours per day needed by the person named above. However, when this person is in a group and all members are receiving the same type/level of support, it may be more convenient to add all the hours of all the staff working with the group, then enter the number of people in the group in column F. Example: for 8 hours per day, 3 consumers are supported by 2 staff. Enter 16 (2 staff x 8 hours each) in column D and 3 (people served) in column F.

Hrs. / Month is useful when the staffing is not daily. Where the Hrs. / Day field will assume 7 days per week, the Hrs. / Month field lets you enter hours that are more sporadic. For instance, if someone needs an additional 4 hours of 1 to 1 staffing every other month to keep a doctor's appointment, you could enter 2 hours per month in the Hrs. / Month column, on a line by itself, and enter a 1 in the People Served column (1 person being supported with those staff hours).

A different example is a person who attends a day program only two days per week and spends the rest of the week in the care of the residential program. This person has 24 hours of staffing during three week days and two weekend days, but is out of the residential program for, say, five hours two days per week. The minimum staff hours, assuming one staff that are daily (every day) is 19 (24 hours less 5 hours). So on one line you could enter 8 for night at one staff (assume two individuals in the home). Then on another line you would enter 11 hours (19 – 8 = 11), except that during the day, the staff is doubled, so you would enter 22 (2 staff x 11 hours). On the weekend, there will be 5 extra hours per day of staffing needed for both consumers, and we will assume two staff are needed, so you would enter 10 staff hours for each day (and two individuals being served in the corresponding People Served cells). At this point you need to enter the 5 extra hours our person is supported by the residential provider during three days of the week. To this point, you have completed the IRBI as though both individuals are attending day services 5 days per week – to enter the 15 hours (3 days x 5 hours) our client needs extra residential support, you go to the "Staff hours per month" column and enter 65 (15 hours per week x 52 weeks divided by 12 months). Assume the staffing for these hours will be 1 to 1 and enter a 1 in the People Served Column.

Unless you provide a narrative explanation at the top of the form the Regional Office will not be able to decipher the IRBI and will deny it until you provide the explanation. In addition, the Regional Office may require that you justify the plan you are proposing.

As stated previously, Direct Service Supervision Costs are calculated based on a flat \$4.00 per day plus 4.50% of direct care costs.

If the person needs to receive LPN services or those of a Dietitian, enter the hours in the appropriate field. The Hrs. / Month field will be useful with these professional staff whose work is often not daily. The staff

ratio will be 1 to 1. The LNP services can be added when an LPN is required to provide skilled care of a person with skilled nursing needs. These hours are not for coverage of the supervision required by the nurse practice act.

When you finish entering the data above for a person, save the worksheet, then print it out. This will constitute documentation of the rate you present. The Department reserves the right to question the basis for your information, and to modify the information if warranted, before approving the rate for an individual.

### **Instructions for copying the IRBI worksheet.**

If you have three persons in a group home each receiving exactly the same service as the other two, you may want to complete the IRBI for one, then copy to two new worksheets. From there you can rename the two additional worksheets and change the ICAP scores as appropriate. **If you choose to go this route, you will need to copy the worksheet in a specific way, so that all the formulae copy correctly.**

First, save the worksheet by another name, such as “3rdStreetGH”. Then, pretending your three people are named Bob and Ted and Alice, follow the following process. Assume the first worksheet you complete is for Bob. When you finish entering the data, go to the tabs at the bottom left corner of the window. Right click on the tab named “Sheet 1,” then select “Rename” from the pop-up menu. The name “Sheet 1” will be highlighted and you can type “Bob” over it.

Then right click on “Bob”. The menu will pop up; select “Move or Copy...”. A dialogue box appears: click in the space labeled “Create a Copy,” and then click on the command “Move to End.”

A new tab will appear in the last position, named “Bob(2)”. Repeat the “Move or Copy...” and the “Move to End” command, and a new tab will appear named “Bob(3)”. The worksheet has been copied to “Bob(2)” and to “Bob(3)” and you will need to change both the names on the worksheet, and the tab names, to “Ted” and “Alice” respectively. You will also need to change the ICAP scores as appropriate for each person.