



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

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Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

M E M O R A N D U M
24-DD-06

TO: All DDD Residential Providers

FROM: Kathy Sawyer *Kathy Sawyer*
DDD Associate Commissioner

DATE: March 22, 2024

RE: Residential Staffing Tool

The Residential Behavioral Form has been revised to reflect cases where there is shared staffing/hours for enhanced behavioral staffing. The updated form is available online at <https://mh.alabama.gov/residential-staffing-tool/>. Instructions and Qualifications for the Residential Behavioral form have been updated on the “Notes” tab. If you have further questions about completing the form, please contact your Regional Fiscal Manager.

Providers will be required to complete and submit this form for each existing individual who receives enhanced behavioral staffing and submit to the Behavioral Evaluator in the regional office. Once the form is approved, the new rates will be entered into authorizations. If the individual was approved for enhanced behavioral staffing as of October 1, 2023, the new rate will be retroactive to October 1, 2023. If approved after October 1, 2023, the rate will be effective the date of the enhanced behavioral staffing approval. After authorizations have been updated and approved, previous claims will have to be voided and resubmitted.

Again, should you have any questions regarding these instructions, please do not hesitate to contact your Regional Fiscal Manager.

cc: Sekeena Holt, DDD Director of Fiscal Operation
Vivian Waren, DDD Director of Community Services
Francilla Allen, DDD Director of Support Coordination
DDD Regional Fiscal Managers
DDD Regional Community Services Directors
DDD Regional Behavioral Evaluators
Support Coordination Agencies

