



COMMISSIONER  
Chris Traylor

December 30, 2011

To: Consumer Directed Services Agencies for Primary Home Care  
Community Attendant Services  
Family Care

Subject: Information Letter No. 11-154  
Consumer Directed Services Change in Calculations for Determining the Annual  
Service Plan

This information letter applies to Consumer Directed Services Agencies (CDSAs) for Primary Home Care (PHC), Community Attendant Services (CAS) and Family Care (FC). The Department of Aging and Disability Services is adjusting the calculation of the Annual Service Plan (ASP) for PHC, CAS and FC to be consistent with calculations made by the Service Authorization System (SAS).

Previously DADS case managers were using 365 days to calculate the ASP. Effective January 13, 2012, case managers will use the Service Authorization System (SAS) Wizard to calculate the annual service plan using 53 weeks. There are 52.14 weeks in a year when dividing seven into 365. This necessitates using 53 weeks for purposes of the ASP. The SAS will calculate the ASP and generate Form 2101, Authorization for Community Care Services based on 53 weeks in the year. This adjustment will not impact the number of units authorized or the way the Consumer Directed Services employer budgets are determined.

If you have questions about the changes in contract compliance in this letter, please contact your regional contract manager.

Sincerely,

*[signature on file]*

Teresa Richard  
Director  
Center for Policy and Innovation

Sincerely,

*[signature on file]*

Gary Jessee  
Assistant Commissioner  
Access and Intake