

# **Unit Calculator – Instructions**

The Units Calculator will automatically calculate total units for <u>weekly</u>, <u>monthly</u>, and <u>daily</u>, services. You will type in the yellow cells. The blue cells calculate automatically based on the data you input into the yellow cells.

# Open the Units Calculator Excel workbook.

- 1. Weekly Services type the appropriate information into the yellow cells under the Weekly Services Heading.
  - a. Service: the name of the waiver service (include description of Initial, decrease, increase)
  - b. Provider: the name of the provider for the service listed in that row
  - c. Start Date: the date the service or change in service begins
    - i. Always begin on the Sunday of that week to match up with the weeks ending chart.
  - d. End Date: the date the service or change in service ends
  - e. Hr/Wk: the number of hours per week that a participant will receive the service
  - f. Extra Hrs: (automatically calculated) the number of extra hours of service a participant may receive because of an uneven amount of weeks in a service period. If following the instructions under C (i) calculating from the beginning of the fiscal year or if there is a permanent decrease in services will be the **only times** you will need to consider the Extra Hrs.
  - g. Units/Hr: the amount of units billed per hour of service
    - Most services are 4 units/hr, including Community Integration, Cognitive Therapy, Personal Assistance, Respite, and Therapies (Behavioral, Occupational, Physical, and Speech Therapies, Nursing)
    - ii. Please include temporary increases as changes to the weekly services
      - For temporary and permanent increases; simply add a line under the weekly services section of the calculator with the start and end date the service will be provided and add that line to the already approved units.

- iii. Some services are 1 unit/hr, including Service Coordination (depending on the waiver program), Pre-vocational, and Supported Employment
- 2. Monthly Services type the appropriate information into the yellow cells under the Monthly Services Heading.
  - a. Service: the name of the waiver service
  - b. Provider: the name of the provider for the service listed in that row
  - c. Start Date: the date the service or change in service begins
  - d. End Date: the date the service or change in service ends
  - e. Months: enter the number of months the participant will receive the service
  - f. Hr/Month: the number of hours per month that a participant will receive the service
  - g. Units/Hr: the amount of units billed per hour of service
    - Monthly services include: Fiscal Management Services (FMS), Personal Emergency Response System (PERS), and Non-Medical Transportation
- 3. Daily Services type the appropriate information into the yellow cells under the Daily Services heading.
  - a. Service: the name of the waiver service
  - b. Provider: the name of the provider for the service listed in that row
  - c. Start Date: the date the service or change in service begins
  - d. End Date: the date the service or change in service ends
  - e. Units/Day: the amount of units billed per day of service
    - i. Residential Habilitation, Adult Daily Living, and Structured Day are billed daily (1 unit/day)
- 4. Cells at the bottom of the page automatically generate calculations. These calculations may be copied and pasted into a participant's ISP in HCSIS (during a Plan Creation, Critical Revision, Quarterly Review, Bi-Annual Review, Waiver/Program Transfer or Annual Review); this information is required in the Outcome Actions Screen under Frequency and Duration of the actions needed.
  - a. \*\*\*\* Only calculate units ONCE for each service
  - ALWAYS include the number of hours you're requesting per week in the Outcome Action Screen under Frequency and Duration! This spreadsheet is to assist with accuracy of calculations and not to replace necessary documentation OLTL needs to review the plan request. This

does not change any of the requirements set forth in the HCSIS guidebook.

### c. Below are some EXAMPLES for Frequency and Duration documentation

i. Beginning of fiscal year (52 weeks and 2 days)- 43 hours a week

43 hours x 4 units x 52 weeks= 8944 43 hours/7 days x 4 units x 2 days=49.14 8944 + 49.14= 8993.14= 8993 beginning units

### ii. Increase of 3 hours per week beginning 10/2/11 (39 weeks)

3 hours x 4 units x 39 weeks= 468 units increase Total units= 8993 beginning units + 468 units increase=9461 units

# iii. Decrease of 1.5 hours per week beginning 1/19/12 (23 weeks and 3 days)

1.5 hours x 4 units x 23 weeks= 138 1.5 hours/ 7 days x 4 units x 3 days= 2.57 Total unit decrease= 138 + 2.57= 140.57= 141

Total Units= 9461 units – 141 unit decrease= 9320 units

5. Rounding: The spreadsheet will calculate the units for you. There are NO exceptions

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