

## **CCW Participant Direction Budget Worksheet**

The CCW participant direction budget worksheet is now electronic. Case managers will notice when adding a new personal support service - participant-directed option (S5125 U5) to a service plan, that the budget worksheet is built into the Electronic Medicaid Waiver System (EMWS).

When this service is added to a renewal plan, initial plan or plan modification, the calculator will be available. If an active plan already has this service, the case manager must end the active service line and start a new service line so the functionality is available.

The case manager will see this option when adding the service:

### **Service Details - New Service**

Service Start Date:

6/1/2022

Service End Date:

9/30/2022

Service:

S5125U5 - Personal Support Services - Participant Direction

Provider:

Part-time or intermittent personal support assistance to enable waiver participants to accomplish activities of daily living (i.e., eating, bathing, grooming, dressing, toileting, and functional mobility) that they would normally do for themselves if they did not have a disability (to the extent permitted by state law). This assistance may take the form of hands-on assistance (actually performing a task for the person) or cuing to prompt the participant to perform a task.

This service is provided in units of **15 Minutes**

**Save and Continue**

From the Provider dropdown box, choose ACES\$ FISCAL MANAGEMENT SERVICES and then click *Save and Continue*. The budget calculator will then populate as seen below.

### Service Details - New Service

Service Start Date:

6/1/2022

Service End Date:

9/30/2022

Service:

S5125U5 - Personal Support Services - Participant Direction

Provider:

ACES\$ FISCAL MANAGEMENT SERVICES

Part-time or intermittent personal support assistance to enable waiver participants to accomplish activities of daily living (i.e., eating, bathing, grooming, dressing, toileting, and functional mobility) that they would normally do for themselves if they did not have a disability (to the extent permitted by state law). This assistance may take the form of hands-on assistance (actually performing a task for the person) or cuing to prompt the participant to perform a task.

This service is provided in units of **15 Minutes**

from 6/1/2022

to 9/30/2022

No budget has been set for this time period. Click 'Open Calculator' to complete the budget calculator for this Frequency Span.

[Calculator](#)

[+ Add Frequency Span](#)

[More Info?](#)

Click on the *Calculator* button to open the budget worksheet and input the required information.

Calculate Participant Directed Services

**Participant Directed Service Calculator**

Activity	Comments	Minutes/ Day	Days/ Week	Minutes/ Week
<b>Eating</b> Assistance with using suitable utensils to bring food to the mouth, as well as the ability to chew and swallow the food once the meal is presented in the customary manner.	test	30	7	0
<b>Bathing</b> Assistance with washing, rinsing, and drying the body in either a tub, shower, or sponge/bed bath.	test	60	7	420
<b>Dressing</b> Hands-on or stand-by assistance with dressing and undressing.	test	0	0	0
<b>Grooming</b> Assistance with oral care, hair grooming (combing or brushing), nail care, skin care, and shaving the face or applying makeup.			Per Week:	0
<b>Oral Care</b>	test	0	0	0

When all sections are completed, click the *Submit* button. The budget for each month will populate on the service details screen.

### Participant Directed Services Monthly Budgets

Dates	Budget
5/1/2022 - 5/31/2022	\$691.60
6/1/2022 - 6/30/2022	\$2964.00
7/1/2022 - 7/31/2022	\$2964.00
8/1/2022 - 8/31/2022	\$2964.00
9/1/2022 - 9/30/2022	\$2964.00
10/1/2022 - 10/31/2022	\$2964.00
11/1/2022 - 11/30/2022	\$2964.00
12/1/2022 - 12/31/2022	\$2964.00
1/1/2023 - 1/31/2023	\$2964.00
2/1/2023 - 2/28/2023	\$2964.00
3/1/2023 - 3/31/2023	\$2964.00
4/1/2023 - 4/30/2023	\$2964.00
<b>Total Budget:</b>	<b>\$33,295.60</b>

If changes need to be made, click on the button again and make changes as needed. Once the budget is correct, submit the request to the provider.

### **Modifications**

When modifying the plan that utilized the electronic budget worksheet, the case manager will see the option to add a frequency span.

This service is provided in units of **15 Minutes**

from  to

the budget has been calculated at \$691.60 per month. To modify, click 'Open Calculator'.

[Calculator](#)

[+ Add Frequency Span](#)

[More Info?](#)

Click on the *Add Frequency Span* link and add the dates for the modification. This will open a new span so that the budget may be calculated for this time frame. Complete the worksheet and submit to populate the new budget for upcoming months.

from 5/1/2022 to 5/31/2022

the budget has been calculated at \$691.60 per month. To modify, click 'Open Calculator'.

[Calculator](#)

from 6/1/2022 to 4/30/2023

the budget has been calculated at \$2964.00 per month. To modify, click 'Open Calculator'.

[Calculator](#)



+ Add Frequency Span  
[More Info?](#)

### Participant Directed Services Monthly Budgets

Dates	Budget
5/1/2022 - 5/31/2022	\$691.60
6/1/2022 - 6/30/2022	\$2964.00
7/1/2022 - 7/31/2022	\$2964.00
8/1/2022 - 8/31/2022	\$2964.00
9/1/2022 - 9/30/2022	\$2964.00
10/1/2022 - 10/31/2022	\$2964.00
11/1/2022 - 11/30/2022	\$2964.00
12/1/2022 - 12/31/2022	\$2964.00
1/1/2023 - 1/31/2023	\$2964.00
2/1/2023 - 2/28/2023	\$2964.00
3/1/2023 - 3/31/2023	\$2964.00
4/1/2023 - 4/30/2023	\$2964.00
<b>Total Budget:</b>	<b>\$33,295.60</b>

Once the budget information has been updated, proceed with the modification.

Please remember, if this service needs to be modified in an existing service plan, the case manager must end the current service line at the end of the month and start a new service line in order for the functionality to be available.