

Instructions for SLS Coversheet

http://www.developmentalpathways.org/sls-ces_changes.html

4. In the services highlighted YELLOW, be sure to enter your SIS level in column D
 - a. The unit rate will NOT show up if you fail to enter the SIS level in for the service, for example:
 - i. On the **Facility Based Day Habilitation** line, because the SIS level is listed as "N/A" the total cost of that service is showing as "\$0.00" even though there are "1,000" units listed.
 - ii. But on the **Non Facility Based Day Habilitation** line, the total cost of the service calculates correctly because a SIS level ("5") has been chosen and the appropriate unit rate populates

	A	B	C	D	E	F	G	H
40	H2019	Lead Staff		Indiv	1 unit = 25 min	\$30.71		\$0.00
41	H2019	Behavior Plan Specialist		Indiv	1 unit = 25 min	\$12.14		\$0.00
42	H2019	Behavior Assessment		Indiv	1 Unit = \$1	\$1.00		\$0.00
43	DAY HABILITATION SERVICES							
44	T2021	Facility Based Day Habilitation		N/A	1 unit = 25 min	\$0.00	1,000	\$0.00
45	T2021	Non Facility Based Day Habilitation		5	1 unit = 25 min	\$4.73	1,000	\$4,730.00
46	SUPPORTED EMPLOYMENT SERVICES							
47	T2019	Job Coaching: Individual		Indiv	1 unit = 25 min	\$12.56		\$0.00
48	T2019	Job Coaching: Group		5	1 unit = 25 min	\$5.14		\$0.00
49	H2023	Job Development: Individual		6	1 unit = 25 min	\$12.56		\$0.00
50	H2023	Job Development: Group		Group	1 unit = 25 min	\$4.01		\$0.00
51	H2038	Job Placement: Individual		Indiv	1 Unit = \$1	\$1.00		\$0.00
52	H2038	Job Placement: Group		Group	1 Unit = \$1	\$1.00		\$0.00

5. Enter as many units of each service as you hope to utilize in your coming plan year.
6. Scroll down to the bottom of the coversheet and check out how your estimated spending lines up with your Authorization limit

66	T2028	Specialized medical supplies (disposable)		INDIV	1 Unit = \$1	\$1.00		\$0.00
67	V2799	Vision Services		Indiv	1 Unit = \$1	\$1.00		\$0.00
68								
69	SIS LEVEL Authorization Limit:						0	
70	Total Plan Amount:						\$14,451.70	
71	Amount Left to Spend on Plan						(\$14,451.70)	
72								

- a. **Line 69 (SIS LEVEL Authorization Limit)** will be based on the SIS level at the top of the sheet.
 - i. If you failed to enter a SIS level in cell F6 (SIS Level at the top of the sheet) your authorization limit will show as "0" as in the example above.
 - ii. In the example below, a SIS level was entered in cell F6 (at the top of the sheet) and the authorization limit is now listed as \$16,224.00 (based on a SIS level of 3)

68								
69	SIS LEVEL Authorization Limit:						\$16,224.00	
70	Total Plan Amount:						\$13,141.70	
71	Amount Left to Spend on Plan						\$3,082.30	
72								

- b. **Line 70 (Total Plan Amount)** is the total of all units/services you chose as you worked on a plan (it is the amount you hope to spend)
- c. **Line 71 (Amount Left to Spend on the Plan)** is the amount over/under your authorization limit your chosen services are.
 - i. If the number is in **red ink and IN brackets**, your chosen services put you over your authorization limit and units and/or services would need to be subtracted in order to meet your authorization limit.
 1. The first example on this page shows that the plan is **\$14,451.70** OVER the authorization limit (in this particular case, it was only over the limit because no SIS level had been entered, thus the authorization limit is listed as \$0.00)
 - ii. If the number is in **black ink with NO brackets**, it is a positive amount and you have dollars left over
 1. The second example on this pages shows that the plan has **\$3,082.30** left to spend.

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7. Print/save and repeat to test out different scenarios with different service options.
8. Contact your Resource Coordinator for assistance
 - If you are not sure who your Resource Coordinator is, please call one of our main offices and ask the receptionist to transfer you to your RC:
 - Inverness Office: 303.360.6600
 - Aurora Office: 303.214.3200