Fiscal Year 2021 SDMI HCBS Monthly Utilization Report

Reporting Team	

Reporting Month	Monthly Utilization	Current Members Served	Average Cost Per Member	Number of Members Served Under Money Follows the Person	Unduplicated Member's Served To Date
Jul-21					
Aug-21					
Sep-21					
Oct-21					
Nov-21					
Dec-21					
Jan-22					
Feb-22					
Mar-22					
Apr-22					
May-22					
Jun-22					

Setting Type	Members Served											
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Assisted Living												
Foster Care												
Adult Group Home												
Mental Health Group Home												
Intensive Mental Health Group Home												
Total												

Report Type	Definition	Instructions
Monthly Utilization	Monthly utilization is the dollar amont of services provided to all members served within the specified time frame.	Use the following steps to gather monthly utilization information for the specified time frame: •Utilization report/export feature in CaseWave is used for the specified time frame. •Report is exported to include any member that received services during the specified time frame and all services currently authorized in their person-centered recovery plan. •Using the sort and filtering function on the exported spreadsheet, a list of member names, associated with each provider region, is compiled and sent to the provider. •The provider completes the spreadsheet with units used by member and faxes the spreadsheet back to the designated individual. •The designated individual then enters utilization and member data into spreadsheet. •Utilization totals are compiled and entered into the monthly utilization cell.
Current Members Served	Current members served within the month includes any member who received any type of waiver service within the specified time frame.	The utilization report is used to gather members that received any service within the reporting month. Adjust the filter for the specific dates information is being gathered for. Export the report and filter out dulipcated entires.
Number of Members Served Under Money Follows the Person	Members that are served under the Money Follows the Person Grant.	Utilizing the Utilization report, sort the MFP members served under MFP for the reporting month. Teams must catagorize each member that received MFP funding in general case information in order for the filter to be accurate.
Unduplicated Members Served To Date	Unduplicated Member means the total number of members who received Severe and Disabling Mental Illness (SDMI) waiver services within a waiver year. Each member can only be counted toward the total number once per waiver year.	Unduplicated number must include all members served from July 1, 2020 to current months reporting. Unduplicated member count can be gathered from the Utilization report by setting the filter to the specified time frame and filtering out duplicates.
Setting Type	There are five different residential hablilitation setting types for the SDMI waiver : adult group home, assisted living, adult foster home, intensive mental health group home, mental health group home. Each month the number of members served under each setting type must be reported.	Utilizing the Utilization report filter the setting type out and enter each setting count into the correct field on the Settings Type tab. Teams must categorize each member that is in a residential setting in the general case information in order for the filter to be accurate.
Each case management team must send a monthly utilization report to the AMDD Program Manager by the 20th of each month as outlined in policy HCBS SDMI 100.		