

5/11/17

Individualized Supported Living Monthly Reconciliation Document

The Individualized Supported Living Monthly Reconciliation Document has been updated and replaced with the ISL and Shared Living Reconciliation or Variance Reporting Form. Changes were made to reflect the current practice and allow the form to be utilized for the Shared Living service as well.

Area of change	Previous Version	New Version
Title (changed to reflect SL, variance and as is not a monthly document)	Individualized supported living monthly reconciliation document	ISL and Shared Living Reconciliation or Variance Reporting Form
Upper Summary (changed as the intent of this document is not to report under service utilization)	A reconciliation item is anything that increases or decreases to the overall approved staffing for a single ISL physical location. The intention of this process is intended to report services that were not provided.	This form is to be utilized to report over service provision to the Regional or Satellite Office. Under service utilization is reported to MMAC http://mmac.mo.gov/providers/provider-enrollment/home-and-community-based-services/ . A variance occurs when more or less direct care hours are provided in a month for one location as a whole when assessing shared staffing and for the individual when assessing 1:1 and 2:1. Shared Living variance directly relates to relief hours.
Lower summary (changed as is not reported quarterly and is not in conjunction with the ISP and we are not having them submit when there is no reconciliation)	Variance reports are due to the RO within 30 days of the end of the quarter corresponding with the individuals ISP date, submitting a running total using the above format ie: one form per year per individual. If no reduction in services were	Variance reports are due to the RO within 30 days of the end of the 12 month period established by agency policy, submitting a running total using the above format ie: one form per 12 months per individual. Reconciliation shall occur as a one time increase to a monthly budget.

experienced,
submit
reconciliation
form quarterly to
attest that all
services were
provided as
budgeted and no
reconciliation is
required.
Reconciliation
shall occur at the
end of the ISP
year.