



### Weekly Plan of Care: How to Manage Your Hours

Effective January 1st of this year, the state began requiring a weekly Plan of Care for clients receiving personal care or skills acquisition services. The plan sets a maximum number of hours that a client can assign to a provider in a week, based on the individual's monthly hours.

The weekly plans are intended to limit the amount of overtime paid to an Individual Provider when a plan of care is less than 40 hours per week. And exception can be requested when the client's health and safety and/or community placement is at risk.

#### How It Works

The client receives notice of a weekly maximum of hours of care based on his/her total monthly hours. S/he chooses the times of day and hours for each day for a provider to work within that weekly maximum, unless an exception is approved (see right side bar).

The weekly maximum is based on a short month (29 days). This means that the individual may need to schedule below the weekly limit to make sure every day is covered during the longer months. (See example below where the weekly maximum is 28 hours, but the weekly hours were shortened by the client to make sure s/he has coverage over a 31 day month).

#### January-March: Making a Good Faith Effort

Because the weekly Plan of Care will take some time for providers and individuals to adapt to, the state is asking clients to make a good faith effort for January, February and March. Beginning in April, when the overtime law goes into effect, the weekly Plan of Care must comply with the weekly maximum.



#### EXCEPTIONS

You can request an exception to the weekly Plan of Care when a client's health and safety and/or community placement may be at risk.

An exception can allow for the flexibility of hours between weeks, but may not exceed the individual's monthly assessed hours.

If a request would exceed the monthly assessed hours, then an Exception to Rule (ETR) would need to be submitted.

SAMPLE WEEKLY PLAN for MARCH 2016							
Total Monthly Hours: 115			Total Weekly Limit: 28				
Sun	Mon	Tues	Wed	Thu	Fri	Sat	
28 4 hrs	February 29 4 hrs	1 4 hrs	2 2 hrs	3 4 hrs	4 4 hrs	5 4 hrs	Week 1 26 hrs
6 4 hrs	7 4 hrs	8 4 hrs	9 2 hrs	10 4 hrs	11 4 hrs	12 4 hrs	Week 2 26 hrs
13 4 hrs	14 4 hrs	15 4 hrs	16 2 hrs	17 4 hrs	18 4 hrs	19 4 hrs	Week 3 26 hrs
20 4 hrs	21 4 hrs	22 4 hrs	23 2 hrs	24 4 hrs	25 4 hrs	26 4 hrs	Week 4 26 hrs
27 4 hrs	28 4 hrs	29 4 hrs	30 5 hrs	31 4 hrs	1 4 hrs	April 2 4 hrs	Week 5 27 hrs
			Monthly = 115 hrs				



#### TIP:

Fill out a blank calendar month as a visual planning aide.

This change is in response to the overtime payment requirement and is not related to the payment system, Individual Provider One. If you are a client and are having trouble creating your weekly Plan of Care, talk to your DDA case manager.