

INSTRUCTIONS ON COMPLETING THE PLACEMENT SAVINGS FORECASTER

Developed by Dennis Blazey and Jim Czarniak

The Placement Savings Forecaster demonstrates the cost implications of decreasing an agency's use of congregate care as a percentage of the agency's total bed days and reinvesting the savings in family-based settings with enhanced supports. These potential new placement types would likely cost more than current family-based placement types to reflect an increase in the supports provided to caregivers, but they would yield a savings over more costly congregate-care placements. This tool shows that investing in families is a sound financial decision.

As you begin, decide whether you want to complete the model using your annual total placement costs or your current per diem rates. If you are using actual costs, use the first tab on the spreadsheet file and follow the corresponding instruction set, Set A. If you will be using per diem costs, use the second tab on the spreadsheet file and follow instruction set B. You will need two sets of data for this exercise: 1) your costs or per diem rates, and 2) your bed-day census. You can use data by fiscal year or calendar year, but both data sets should be from the same 12-month period.

Instruction Set for Actual Costs Worksheet

1. Add your County Name in cell A1.
2. In cells B11 – B13 (highlighted in yellow), enter your agency's bed-day census for family home settings during the most recent calendar/fiscal year: Private Agency-Operated Boarding Homes (cell B11); Foster Boarding Homes (cell B12); and Approved Relative Homes (cell B13). Total days in care by placement setting can be found in your county's Monitoring and Analysis Profile (MAP): <https://ocfs.ny.gov/main/reports/maps/default.asp>.
3. In cells B17 – B19 (highlighted in yellow), enter your agency's bed-day census for group residences during the most recent calendar/fiscal year: Group Residences (cell B17), Group Homes (cell B18), and Institutions (cell B19).
4. In cells F11 – F13 (highlighted in yellow), enter your agency's total costs for the most recent calendar/fiscal year for all placements in Private Agency-Operated Boarding Homes (cell F11), Foster Boarding Homes (cell F12), and Approved Relative Homes (cell F13). Input the total costs for each setting without regard to the County, State, or Federal fiscal source breakdown, EXCEPT exclude the Medicaid-financed portion of these costs. When compiling the total cost for each setting type, exclude payments that were not incorporated into a per diem transaction basis (e.g., school clothing allowance).
5. In cells F17 – F19 (highlighted in yellow), enter your agency's total costs for the most recent calendar/fiscal year for all placements in Group Residences (cell F17), Group Homes (cell F18), and Institutions (cell F19). Input the total costs for each setting without regard to the County, State, or Federal source breakdown, EXCEPT exclude the Medicaid-reimbursed portion of these costs. When

compiling the total cost for each setting type, exclude payments that were not incorporated into a per diem transaction basis (e.g., school clothing allowance).

6. In cell K3 (highlighted in yellow), enter your target percentage for congregate care as a portion of your total bed days. This value must be lower than your current percentage, which is shown in cell C21. For example, if cell C21 is 20%, then the value entered in cell K3 must be 19% or lower.
7. In cell K4 (highlighted in yellow), type the amount that your agency would be willing to pay family-based care providers and caregivers to care for children and youth diverted or stepped down from group/institution care expressed as a percentage of your current day rate for private agency boarding homes (cell H11). This amount may be higher than the existing foster boarding home rate, as these placements could offer enhanced and specialized supports. The value placed into cell K4 must be equal to or greater than 100%. For example, if in the agency is currently spending \$80 a day on private agency boarding homes (cell H11) and was willing to budget \$100/day to support a family-based diversion or step-down placement, then you would enter 125% (\$100 is 125% of \$80) in cell K4.

Examine and understand what the model is showing

8. The model assumes that all removal decisions to place children into care were valid and remain valid, and that all lengths of stay are valid at a macro level. Therefore, the total bed days (cell B23) and the forecasted future bed days (cell K23) are the same.
9. Cell N3 calculates the number of bed days that would need to be shifted to family-based care settings to achieve your case mix target (cell K3).
10. Cell N25 shows the net change in placement costs, including any increased costs associated with new family-based care settings. A positive number represents cost savings, while a negative number represents an increase in costs.

Instruction Set for Per Diem Worksheet

1. Add your County Name in cell A1.
2. In cells B11 – B13 (highlighted in yellow), enter your agency's bed-day census for family home settings during the most recent calendar/fiscal year: Private Agency-Operated Boarding Homes (cell B11); Foster Boarding Homes (cell B12); and Approved Relative Homes (cell B13). Total days in care by placement setting can be found in your county's Monitoring and Analysis Profile (MAP): <https://ocfs.ny.gov/main/reports/maps/default.asp>.
3. In cells B17 – B19 (highlighted in yellow), enter your agency's bed-day census for group residences during the most recent calendar/fiscal year: Group Residences (cell B17), Group Homes (cell B18), and Institutions (cell B19).
4. In cells F11 – F13 (highlighted in yellow), enter your agency's per diem rates for the most recent calendar/fiscal year for all placements in Private Agency-Operated Boarding Homes (cell F11), Foster Boarding Homes (cell F12), and Approved Relative Homes (cell F13). Input the per-diem rate for each setting without regard to the County, State, or Federal fiscal source breakdown, EXCEPT

exclude the Medicaid-financed portion of these rates. When compiling the total per diem rate for each setting type, exclude elements that were not incorporated into a per diem transaction basis (e.g., school clothing allowance).

5. In cells F17 – F19 (highlighted in yellow), enter your agency's per diem rates for the most recent calendar/fiscal year for all placements in Group Residences (cell F17), Group Homes (cell F18), and Institutions (cell F19). Input the per diem rates for each setting without regard to the County, State, or Federal fiscal source breakdown, EXCEPT exclude the Medicaid-financed portion of these rates. When compiling the total per diem rate for each setting type, exclude elements that were not incorporated into a per diem transaction basis (e.g., school clothing allowance).
6. In cell K3 (highlighted in yellow), enter your target percentage for congregate care as a portion of your total bed days. This value must be lower than your current percentage, which is shown in cell C21. For example, if cell C21 is 20%, then the value entered in cell K3 must be 19% or lower.
7. In cell K4 (highlighted in yellow), type the amount that your agency would be willing to pay family-based care providers and caregivers to care for children and youth diverted or stepped down from group/institution care expressed as a percentage of your current per diem rate for private agency boarding homes (cell F11). The value placed into cell K4 must be equal to or greater than 100%. For example, if in the agency is currently spending \$80 a day on private agency boarding homes (cell F11) and was willing to budget \$100/day to support a family-based diversion or step-down placement, then you would enter 125% (\$100 is 125% of \$80) in cell K4.

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