Rate management worksheets

The rate management worksheets can help service providers organize information and communicate it to lead agencies. Providers should complete the applicable worksheet(s) and then follow their lead agency’s direction for how to submit the form to the lead agency. (Note: Unencrypted email is not a secure form of communication).

The worksheets include:

**Foster Care/SLS Daily** ................................................................. DHS-6790C

**Customized Living Services/** ......................................................... DHS-6790G

**24 Hour Customized Living Services**

**Day and Employment Services** ....................................................... DHS-6790M

**NOTE:** Use the Day and Employment Service worksheet (DHS-6790M) for the following services:

- Adult day (daily) – S5102
- Adult day (15 min) – S5100
- Day training and habilitation (daily) – T2020
- Day training and habilitation (15 min) – T2021
- Employment exploration services – T2019 U2
- Employment development services – T2019 U3
- Employment support services (group) – T2019 HQ
- Employment support services (individual) – T2019 U9
- Prevocational services (daily) – T2014
- Prevocational services (15 min) – T2015
- Structured day program (daily) – T2020
- Structured day (15 minute) – T2021
- Transportation, DT&H 15-minute and waiver – T2002/T2003UC

**ADDITIONAL RESOURCES**

**Instructions to complete DHS-6790M** ........................................ DHS-6790N

**Customized Living Component Service** ........................................ DHS-6790H

**Definitions: A Reference Guide for Computing Time for Rate-Setting Tools**