

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Administrative

POLICY NO: 04-031

SUBJECT: Fee for Service-Private Pay For Day Services

EFFECTIVE DATE: February 2003

Policy:

Individuals wishing to privately pay for day services may do so as per this policy and the “Day Services Private Pay Agreement” in the event that funding is not available from a third party funding source. Individuals must meet organization eligibility criteria as outlined in Policy No. 05-001. The fee will be no less than the assessed Medicaid reimbursement rate, but at a rate that reimburses Cottonwood, Inc. for its costs.

Procedures:

1. The Support Services Director will coordinate the process involved in accessing services through a private pay agreement in conjunction with the case manager, if one has been chosen by the family. This involves notification to the appropriate department director to determine capacity, space etc.
2. A trial visit may be required prior to a fee determination to help assess if the individual is interested in services.
3. The Support Services Director will meet with the CEO, Chief Financial Officer, and Administrator of Services to establish the fee as per the criteria stated above.
4. The Private Pay Agreement outlines requirements for both parties and must be signed prior to accessing services.
5. The case manager will assist the person accessing services, and any involved family members, in planning day supports and obtaining pertinent health and individual information.
6. It is the responsibility of the Finance Department to manage the collection of the fee and any communication thereof.