**COVID-19 Tracking Spreadsheet Update – 4/8/2020**

* Direct client service, remote client service, professional development/training and then Start-up costs have been the hierarchy in that order.
* As of April 10, 2020, DDA/Counties will no longer be able to reimburse employment and community inclusion providers for paid staff time/leave under Start-up.
* March Start-up (including paid staff time/leave) costs are expected to be minimal if any as client services and professional development / training should be the priority but costs will be honored as part of the current contract.
* Counties will need to separate costs from the tab E. Start-up staff tracking tab (re-named “Staff Prof Dev Trng Tracking) to the appropriate Budget Accounting Reporting System (BARS) contract items:

### BARS .31 “Training”: To increase the job related skills and knowledge of staff, providers, volunteers, or interning students in the provision of services to people with developmental disabilities. Also to enhance program related skills of board or advisory board members.

### “Other Activities” reserved for special projects and demonstrations categorized into the following types:

#### BARS .92 Infrastructure projects: Projects in support of Clients (services not easily tracked back to a specific working age Client) or that directly benefit a Client(s) but the Client is not of working age. Examples include planning services like benefits planning and generic job development e.g. “Project Search.”

#### BARS .93 Start-up projects: Projects that support an agency or directly benefit the agency. Examples include equipment purchases and agency administrative support.

* Providers are not expected to request time / hours reimbursed up and above their average monthly revenue thru Start-up. Example, if your agency averages $50,000/mo. and your agency submits reimbursement for $52,000 of which $2,000 is Start-up your County will review why the additional request is being made. In this example, your agency will most likely not receive the additional $2,000.
* Providers may still bill staff time for training, professional development, organizational development and other activities on the drop down menu (aside from COVID-19 related paid time/leave) as these are areas that have been traditionally supported.
* Training, professional development, organizational development, etc. will still be tracked on Tab E of the COVID-19 Tracking Spreadsheet, now titled “Staff Prof Dev Trng Tracking”.
* Paid Staff Time/Leave will continue to be tracked on Tab E as well, as it is possible that these costs may be approved at a future date.
* Communication of this change will be shared statewide by Counties and through information/document distribution by DDA/Counties/Providers. The most up to date documents can be found at [DDA County Best Practices website](https://www.dshs.wa.gov/dda/county-best-practices)