



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE: STATE OPERATED LIVING ALTERNATIVE POLICY 6.20  
(SOLA) REIMBURSEMENT

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Authority: RCW 71A.16.207

**PURPOSE**

This policy describes the reimbursement methodologies in claiming federal financial participation (FFP) for covered services under Title XIX.

**SCOPE**

This policy applies to all State-Operated Living Alternatives (SOLA).

**POLICY**

The Division of Developmental Disabilities (DDD) shall set the SOLA rates for each DDD region with SOLA programs to match eligible SOLA expenditures.

**PROCEDURES**

A. Client and Accounting Data

The regional SOLA program managers shall:

1. Ensure that the Maintain And Prepare Produce Executive Reports (MAPPER) database reflecting the admission dates and client names are updated timely and accurately.
2. Ensure that the accounting records accurately reflect SOLA expenditures.

B. Interim Rates and Payments

1. Interim daily rates shall be established in order that the DSHS Office of Financial Recovery (OFR) can claim federal participation related to SOLA expenditures.

2. In order to calculate reasonable daily claiming rates to claim federal matching funds, fiscal year estimated expenditure and resident day calculations will be developed and monitored to ensure that expenditures and revenues are aligned.
3. The interim rates shall be adjusted for known and measurable factors such as federal, state or department changes in program standards or services.
4. Interim payments shall be the amounts claimed by OFR calculated by multiplying the interim rate for each region's SOLA times the respective region's SOLA resident days.

C. Cost Reports

Regional SOLA programs shall submit annual cost reports by November 15th of each year which cover the previous state fiscal year July 1st through June 30th.

D. Final Payment and Settlement

1. A preliminary settlement shall be completed within 120 days from receipt of the cost reports.

Preliminary settlements shall be calculated as follows:

- a. If SOLA allowable costs for the fiscal period are greater than the interim payment, the amount owed to the department shall be the difference between allowable costs minus the interim payments.
  - b. If SOLA allowable costs for the fiscal period are lesser than the interim payment, the amount owed by the department shall be the difference between the interim payments minus the allowable costs.
2. Preliminary settlements shall become final after three (3) years and six (6) months from the date the preliminary settlements are issued if no correcting adjustments to reimbursement factors and made.

**SUPERSESSION**

None

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Approved:  /s/ Norm Davis Date:  3/3/94  
Director, Division of Developmental Disabilities