

Purchasing Plan Quick Tips

- Double check that the Monthly Budget Amount is correct before writing the Purchasing Plan
- Check the CDC+ Service Code Chart for Service Abbreviations and Codes – some abbreviations and codes are similar (example: PERS code 33 is for a personal alarm and PCA code 32 is for personal care assistant)
- Indicate if a service is Critical or not
- For Critical services:
 - Always list 2 Emergency Back Ups (EBU)
 - EBUs must have a Level 2 Background Screening
 - EBUs must back up the same amount of hours the primary employee is scheduled for
 - EBUs do *not* need to receive the same Rate of Pay as the primary employee
 - If an EBU is providing the care as an unpaid/natural support, enter their name followed by “Natural Support”
 - Don’t forget to click on “Calculate EBU additional cost” box.
- Double check the CDC+ Rule Handbook if you want to know if a service or supply can be purchased with CDC+ funds
- Items for Consumer/Representative Reimbursement can only be entered on page 5 (Savings, OTE and STE)
- Do not enter more items and services into the Savings Section than you can reasonably save for in one year’s time.
- Monthly services or supplies entered in Savings should be calculated for the full year (example: 3 cases of Briefs will be purchased monthly through Savings; 36 cases would be entered on the plan)
- If a restricted service is approved on your iBudget Cost Plan, at least 92% of the approved Cost Plan Units must be allocated in the Services section of the Purchasing Plan. If the restricted services is approved on your iBudget Cost Plan for 6 months or less, you may enter it in the OTE/STE section of the Purchasing Plan.