ICF/DD OCCUPANCY REPORT

Facility: _____ Reporting month and year: _____ Base rate: _____

ID#: _____ Number of days in the reporting month: _____ X Licensed beds: _____ = Total bed days: _____

Bed	RECIPIENT MA # (identify funding if not MA)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1 A & X Days	2 T Days	3 H Days	4 R Days	5 V Days	6 N Days	7 Total Days
# 1	Name: MA #:																																						
2	Name: MA #:																																						
3	Name: MA #:																																						
4	Name: MA #:																																						
5	Name: MA #:																																						
6	Name: MA #:																																						
7	Name: MA #:																																						
8	Name: MA #:																																						
9	Name: MA #:																																						
10	Name: MA #:																																						
11	Name: MA #:																																						
12	Name: MA #:																																						
	Verify that the total of column 7 is equal the licensed beds times the days in the month. If not, correct before submitting. Verify that the monthly occupancy rate is 75% or greater to qualify for the variable rate adjustment. If not, enter code "V" in place of "R"																																						

MONTHLY OCCUPANCY RATE
(Required)

Add totals of columns 1,2,3 & 6 then divide that sum by the total in Column 7 [ ]

Contact person *(please print or key)* Phone number

Correct as submitted: [ ] Correct with changes: [ ]

Verified by (DHS staff member) Date

E-mail to:
dhs.icf.occupancy@state.mn.us

OR mail to:
Department of Human Services
ICFDD Rate Manager
PO Box 64967
St. Paul, MN 55164 - 0967

VACANCY RATE CALCULATION
(Not Required)

Recipient days (column 1)	
+ Therapeutic Leave days (column 2)	
+ Medical Leave days (column 3)	
+ Non Billable days (column 6)	
= Total occupied days in month	
Vacant days eligible for VRA (column 4)	
x 35% rate	
= Total billable vacancy adjustment	
/ Total occupied days in month (above)	
= Vacancy Rate Adjustment (VRA)	
Base Rate	
+ Vacancy Rate Adjustment (above)	
= Rate for reporting month	