

Jump-Start Funding



Department of Behavioral Health
and Developmental Services

What is Jump-Start?

Virginians with developmental disabilities (DD) can face challenges accessing service options that support them in their own homes, apartments and other integrated community settings. Jump-Start is a funding initiative designed for individuals seeking certain integrated community service options with new and expanding DD providers. This **one-time** funding is to develop infrastructure and capacity in community-based service organizations to support specific individuals while preparing to meet future community needs especially in geographically underserved areas. Providers must demonstrate how they will engage in targeted activities to increase and sustain capacity through a person-centered approach. Funds supplement a provider's existing resources and are prioritized for individuals in areas where integrated service options are limited as identified by DBHDS or communicated to DBHDS by providers in the application process.

Who may apply?

- Providers of DD services willing to serve individuals in needed locations identified by DBHDS or as justified by the provider in the application
- Providers whose CEO or Administrator has signed the Jump-Start agreement for sustainability with DBHDS
- Providers who can demonstrate they meet Jump-Start program criteria as detailed below
- Providers of Developmental Disability services, both small and large, are encouraged to apply.

Applicants must:

- Have a current conditional, annual or triennial DBHDS License for DD services that is in good standing with all state and federal requirements per 12VAC-105-150 (including providers who are newly licensed and expanding services into Virginia)
- Have at least three years of experience providing any Medicaid Waiver funded home and community based service to people with developmental disabilities in Virginia or another state
- Have identified a minimum of five people in a defined geographic location who request one or more Medicaid Waiver-funded DD services listed below
- Have executed a Jump-Start Acknowledgement & Assignment of Award form with each individual identified or his/her authorized representative

What are the eligible services and capacity-building activities?

Focus for Service/Program Development:

Providers are expected to develop capacity to create a sustainable program design and/or service delivery model that enables them to serve a growing population. Providers approved for funding will initiate, expand, or maintain organizational structures and systems to support people with DD in community settings. Providers may work alone or partner with other providers to utilize resources to meet individual needs. For the purposes of the application and agreement, one provider would apply on behalf of a consortium when use of funding is shared between two or more providers.

DBHDS is conducting a gap analysis to identify areas where there is unmet demand for specific services (e.g., fewer than two licensed providers currently billing for these service options in a given locality). Providers can use this data (available at <http://www.dbhds.virginia.gov/developmental-services/provider-development>), in combination with data from referrals of specific individuals who need these services from CSBs, to decide whether to:

1. develop and launch a new service option that they do not currently offer in geographic locations where there is unmet demand and limited provider availability
2. expand a service option they currently offer in one geographic location to another geographic location where there is unmet demand and limited provider availability

Service Options:

Providers must propose to offer one or more of the following Medicaid Waiver services. Each service has a maximum Jump-Start funding allowance. **A Jump-Start application may not request funding for more than two service options and may not exceed a total of \$50,000.** Please note that providers may partner and have one provider submit an application to support common activities such as the development of collaborative staff training packages.

- Benefits Planning (\$10,000)
- Community Coaching (\$15,000)
- Community Engagement (\$15,000)
- Community Guide (\$15,000)
- Electronic Home-Based Services (\$10,000)
- Employment and Community Transportation (\$25,000)
- Independent Living Supports (\$25,000)
- In-home Supports (\$25,000)
- Peer Mentoring (\$10,000)
- Shared Living (\$10,000)
- Supported Living (\$25,000)

Focus of Covered Activities: Providers are applying for Jump-Start funding on behalf of individuals who request one or more of the service options above. For example, if ABC Provider is applying for Jump-Start funds on behalf of Tom, Jane and Laura all of whom want Shared Living services, then ABC may choose to focus its application on designing a Shared Living services program, developing Shared Living policies and procedures, and advertising/recruiting/hiring a part-time program director. Program expenses are related to the provider's development or expansion of services to meet individual needs. Provider expenses are also provided through a fiscal agent based on a signed agreement following the application process.

Covered Activities: Providers can use Jump-Start funding to cover costs associated with the following activities. Providers must justify the cost associated with any covered activity in the budget. For example, if ABC proposes to advertise/recruit/hire a part-time director, the budget should reflect the cost to advertise in local papers and/or on a major employment website (e.g., \$300 for one week), conducting a background check (\$75 using a national screening service), performing immunizations (\$25), and offering a hiring incentive (\$250 signing bonus awarded at 3 month anniversary).



Examples of covered activities:

Covered Activity Examples		<i>Excluded Activity Examples</i>
Business consultation fees; Project management fees	Computers, printers, backup drives, networking hardware	<i>Ongoing costs</i>
Business licenses/permits	Industry specific software or custom software/database	<i>Salary</i>
Legal/professional fees	Initial deposit on internet service and hardware	<i>Staff benefits</i>
Staff recruitment incentives; training/trainer costs; personnel costs for matching staff process	Purchase and installation of security systems	<i>Down payments</i>
Initial advertising push, conference vendor fees	Business cards, letterhead, flyers, brochures	<i>Mileage/fuel</i>
Costs to create options needed to promote inclusion	Cell phones (initial cost)	<i>Lease payments</i>

- **Remember Jump-Start funds**
 - **must be requested to develop services for specific individuals,**
 - **are not a continued source of funding,**
 - **are based on a provider’s plan for sustainable revenue, and**
 - **do not supplement Medicaid funding**

- **All funding decisions are made based on the availability of Jump-Start funds, a program’s documented ability to meet identified needs, the impact of the service option, and DBHDS approval of the provider application**

Criteria for allotment of Jump-start Funding

DBHDS has allocated a percentage of Jump-Start funding to each of the five Developmental Services Regions based on population. Applications will be considered for funding in the regional “pool” where the service options are to be geographically located on a first come, first served basis. There is also a separate statewide funding pool for small providers (i.e., providers expanding beyond a single service location or who support fewer than ten people at the time of application). If funding is exhausted in a regional pool, a small provider will have an opportunity to be considered in the small provider funding pool and be considered on a first come, first served basis.

Jump-Start funds are allotted based on size and scope of the request. Applications will be reviewed and prioritized based on the following criteria:

- Number of individuals identified to be served per agency, per program
- Individuals seeking support have less than two options of the identified service in the locality of their residence
- Request fulfills an identified need as communicated in the semi-annual DBHDS Provider Data Summary updates or as justified in the application process

- Financial documentation and plans described in the application process are related to either staff development, program development, or related expenses in preparing the program to meet the need(s) of individuals to be served
- Ability to share program accomplishments upon request through various means such as: serving to mentor new providers going through the application process, presenting accomplishments at roundtables, contributing to print or online resources, on stakeholder calls, etc. for a period of up to two years following project completion
- Provider holds any DBHDS license in good standing
- Commitment to innovation in service delivery

Only applications that propose to make a service option(s) available in geographic locations where there is both unmet demand and a shortage of providers will be funded. At least five individuals must be identified for an application to be considered.

JumpStart Funding shall be awarded to applicants that:

- Justify the need for the service option in the selected geographic location (based on DBHDS gap analysis, CSB referral data, provider data)
- Commit to serve a minimum of five or more individuals per service option by the end of the one year funding period (maximum of two service options per application)
- Describe how the service option start-up/expansion activities will be organized, implemented and completed
- Include a timeline displaying major tasks assigned by responsible party and completion targets by months or quarters.
- Demonstrate the relationship between the covered activities and the identified service needs of individuals on whose behalf the provider has applied for Jumpstart funding
- Explain how funding the covered activities will assist the provider to create a sustainable program design and/or service delivery model to serve a growing population of individuals (who choose the identified service option(s) in their own homes, apartments and other integrated community settings)
- Describe the program's organizational structure and operations. The description includes the management/staffing patterns that are connected to the service design and the roles/responsibilities of key program staff.
- Submit a project budget that clearly describes and justifies all costs for the covered activities. The budget includes detailed computations of each budget line item. A supporting budget narrative links costs with covered activities and demonstrates how to maximize cost effectiveness of requested funds. The narrative also explains how the costs were estimated and calculated, and how they are relevant to the completion of the proposed project.

Jump-Start awardees will be required to:

- Sign a Jump-Start Agreement Letter with DBHDS
- Submit progress reports on major tasks and outcome reports related to initiating service options for individuals on whose behalf Jump-Start funding was awarded with each request for funds
- Submit invoices for disbursement of Jump-Start funding following an initial request to advance up to 25% of the providers approved amount; additional funding will be released on a reimbursement basis through the fiscal agent following the submission of receipts
- Share program accomplishments upon DBHDS' request

- Participate in a physical site visit and programmatic policies and procedures review completed by DBHDS staff

Steps to access Jump-Start funding:

- A. Attend or view the informational webinar on Jump-Start funding (**available June 2018**)
- B. Submit a completed application with supporting sustainable budget plan to DBHDS at jumpstart@dbhds.virginia.gov.
- C. **Application includes:**
 1. Number of individuals identified to be supported by program development (number of specifically identified individuals)
 2. Description of programmatic changes, justification of need for development or expansion, and localities served
 3. Jump-Start program plan template (in application)
 4. Description of how the individuals supported by the new program(s) will benefit
 5. Copy of current budget plan as required by DBHDS Licensing and description of plans for ongoing sustainability
 6. Target dates for planned changes and identification of responsible parties
 7. Number of individuals currently served and number that will be served as a result of Jump-Start funding
 8. Outcome data and updates will be submitted to DBHDS through funding requests
- D. **Receive response to application**
 1. Applications will be approved or denied based on regional needs, and saturation of programs in localities
 2. Approved or denied
 - i. Application will be denied if there are missing required items
 - ii. Approvals will be based on program criteria and committee review
- E. **If approved, the provider will sign the Jump-Start Funding Agreement letter sent from DBHDS and complete Individual Assignment of Funding forms for each individual included in request and return to DBHDS within 30 days of receipt of letter**
- F. **The provider will submit an initial request for up to 25% of approved funding to the fiscal agent; invoices for future fund distribution shall be on a reimbursement basis following submission of receipts**
- G. **Funds are disbursed within 30 days of submission**
 1. Funds will be allotted in increments up to a maximum of \$50,000.00 per agreement not to exceed one agreement per agency per fiscal year
- H. **Provider begins implementation of services as stated in the providers service plan and supplemental documents (see Section B)**
- I. **Provider receives program review from DBHDS representative as requested**
 1. DBHDS will use a baseline measurement tool, site visits, and surveys to review program outcomes

Determinations and disbursements of Jump-Start Funds are the sole discretion of DBHDS.