

Steps for ID Waiver Support Coordinators: Assisting Individuals to Participate in Money Follows the Person (MFP)

For the most part, the following processes/forms are **in addition** to the usual ID Waiver required processes and forms.

| | Support Coordinator Actions | Materials/Forms Needed |
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| 1. | <p>Review the information you have about individuals currently residing in the following types of facilities:</p> <ul style="list-style-type: none"> • Nursing facility ① • Training centers/small provider ICFs/ IID② • Long-stay hospitals ③ • Institution for Mental Diseases (IMD) ④ • Psychiatric Residential Treatment Facilities (PRTF) ⑤ (definitions included at end of STEPS). <p>to determine who might like to receive services in the community.</p> <p>To qualify for a MFP slot the individual must:</p> <ul style="list-style-type: none"> • have resided in one or a combination of the above settings, for at least 90 consecutive days; • have received Medicaid benefits for inpatient services for at least one day prior to MFP enrollment; • be a resident of the Commonwealth of Virginia; • qualify for the ID Waiver; and • move to a “qualified residence” (see below). <ol style="list-style-type: none"> 1. a home that the individual or a family member owns or leases; 2. an apartment with an individual lease, with lockable entry and exit, that includes living, sleeping, bathing and cooking areas over which the individual or the individual’s family has domain and control; or 3. a residence in a community-based residential setting in which no more than four (4) unrelated individuals reside (includes sponsor homes). <p>(Does not include a boarding home, hotel or any residence that changes weekly/monthly rent without a lease).</p> <p>Individuals between the ages of 22 and 64 may not transition <u>directly</u> from an IMD since Medicaid benefits for inpatient services are not provided in an IMD.</p> | <p>- Refer to 9/16/11 DMAS Memo - MFP Program: <i>Program Extension Through 2016 and Eligibility Changes – Effective June 1, 2011.</i></p> <p>- <u>MFP Guide for Accessing MFP Slots for Individuals Leaving State MH Hospitals Under the ID Waiver</u> (via an overnight transfer to an ICF/IID facility).</p> |
| 2 | <p>Confirm eligibility for the ID waiver</p> <ol style="list-style-type: none"> a. Obtain psychological (may have if on waiting list) b. Complete LOF | |
| 3. | <p>Meet with the individual/family members/legal guardian/Authorized Representative (AR) to explain the opportunity posed by the MFP slots and ascertain interest.</p> <p>Share MFP information with individual/family.</p> | <p>Available: http://www.olmsteadva.com/mfp/ or email to mfp@dmas.virginia.gov</p> <ul style="list-style-type: none"> - MFP brochure - “Moving to the Community |

Steps for IDW SCs – MFP Slots Access

| | SC Actions | Materials/Forms Needed |
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| | | from an ICF/IID Under the Money Follows the Person Demonstration Project” (MFP Summary Information) - “Project Guidebook” |
| 4 | For individuals leaving state Training Centers, follow the updated web-based Provider Selection Process that ensures choice of providers, by first completing the Individual Needs Profile information via Survey Monkey. | 9-7-12 Memo/email from Lee Price, Director, ODS to CSB ID Directors and Service Provider Community |
| 5. | For those individuals/guardians who express interest, assist them in reviewing choices of available “MFP qualified residences” in their desired community. | |
| 6. | Optional: Bill for one “30-Day-Prior-to-Discharge” Medicaid Targeted Case Management (TCM) service occurring during the 30 days immediately preceding discharge. <u>Does not apply for individuals leaving the MH facility.</u> | ID Community Services Manual, Chapter IV. |
| 7 | While the individual is still living in the facility, complete a current MFP Quality of Life Survey * with the individual. The completed Quality of Life Survey is mailed or faxed to: MFP Project Director DMAS 600 East Broad Street Suite 1300 Richmond, VA 23219 Fax: 804-612-0050 | Current Quality of Life Survey is posted at: http://www.dbhds.virginia.gov/documents/ODS/omr-fm-MFP-QaulLifeQuestionn.pdf *The most current Quality of Life Survey has questions 45-47. |
| 8 | Review with the individual/family members/legal guardian the DMAS MFP Informed Consent form. Complete the signature page and retain this form in the individual’s record for Quality Management Review. Fax a copy of the Informed Consent form to : DMAS MFP Project Director – 804-612-0050 | “Informed Consent for Participation in Virginia’s Money Follows the Person Rebalancing Demonstration” (DMAS 221) |
| 9. | Complete the MFP Enrollment form and fax to: a. ODS, Vivian Stevenson (804-786-8626) (Vivian assigns the slot to the CSB in IDOLS and shares copy with Cynthia Smith, PA Manager); b. DMAS MFP Project Director – 804-612-0050 | “Request for Enrollment in Money Follows the Person” (DMAS 222) |
| 10 | Following the above action from Vivian Stevenson, complete: a) Within IDOLS (Intellectual Disability Online System), add the individual to the non-urgent ID Waiver waiting list and proceed with enrollment into an available MFP | - Navigating IDOLS Manual, “Managing Enrollments,” - Individual Choice form (DMAS 459-C) completed with individual/rep and recorded in |

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| | <p>slot.</p> <p>b) All other ID Waiver required forms according to schedule (e.g., DMAS-225, Provider Choice form, etc.).</p> | <p>IDOLS.</p> <p>- DMAS 225 to DSS along with screen printout confirming that the individual meets the special institutional deeming rules as a request to review financial eligibility for the ID or DS waiver.</p> |
| 11 | <p>For individuals leaving a state Training Center, schedule with Training Center staff to complete a SIS if a new one is needed anytime during the 3 months prior to the projected discharge date or within 30 days of discharge. Once an individual is in a community setting, another SIS might be needed to ensure accuracy if significant changes have occurred in the community setting.</p> | <p>SIS Booklet</p> |
| 12 | <p>For other individuals receiving a MFP slot, complete or schedule with CSB SIS Interviewer to complete the Supports Intensity Scale (SIS).</p> | <p>SIS Booklet</p> |
| 13 | <p>As per usual, collect the Essential Information and complete the Personal Profile with the individual.</p> | <p>-Essential Information (PC ISP, Part I) -Personal Profile (PC ISP, Part II)</p> |
| 14 | <p>If the individual is moving into a MFP qualified residence, he/she is eligible for Transition Services (TS) that directly relate to the individual and not the residence (birth certificate, identification, etc). Some purchases may not apply to MFP group homes (4 beds or less) for which providers are responsible.</p> <p>Transition Services (funding) are a maximum of \$5,000 per-person/lifetime. TS are limited to a total of 9 months from date of authorization.</p> <p>(For MFP participants only), since these are available up to 2 months prior to discharge, electronic authorization requests for TS may be sent to the Preauthorization Consultant PRIOR TO the individual exiting the facility, if there will be pre-discharge qualifying expenses. All single requests for items over \$2,000.00 will require DMAS review.</p> <p>TS operate like Environmental Modifications or Assistive Technology in that the CSB “up-fronts” the money for the allowable expenses and then requests reimbursement. One difference is that reimbursement is provided through Public Partnerships, LLC (PPL). CSBs must complete a provider enrollment package with PPL, which may be obtained by</p> | <p>Transition Services Authorization via IDOLS.</p> <p>- MFP Project Guidebook, Oct. 2009 revision for more information.</p> <p>- ODS Supplemental Funding Sources Guide</p> <p>- ID Waiver July 2010 Manual, Appendix C – MFP</p> |

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| | <p>contacting them at 866-529-7550.</p> <p>Transition Services expenses are only reimbursed following the submission of receipts to PPL.</p> | |
| 15 | <p>Meet with chosen community providers, individual, family/guardian/AR, and others desired by the individual prior to facility discharge to engage in a person-centered planning process.</p> <p>The following parts of Virginia’s Person-Centered ISP should be used for service planning purposes:</p> <ul style="list-style-type: none"> • Part I and Part II: Essential Information and Personal Profile (completed before meeting – see step #8) • Part III: Shared Planning • Part IV: Agreements | <p>-Virginia’s Person-Centered ISP, which includes all of the above forms, is available online at www.dbhds.virginia.gov).</p> |
| 16 | <p>Prior to discharge, open the chosen services to selected providers within IDOLS so that they may complete Service Authorization requests.</p> <p>Review and approve each request (or reject and obtain needed corrections) prior to submission to ODS in IDOLS.</p> | <p>Navigating IDOLS Manual, Service Authorization System via DBHDS website.</p> |
| 17 | <p>For individuals leaving state training centers, complete Post Move Monitoring (within first 7 days of transition to the community and then [face to face] monthly for a year). Forward PMM review/documentation to Training Center’s Community Integration Manager (CIM) and Provider.</p> <p>*Effective March 1, 2013</p> | <p>- PMM Review tool (optional);</p> <p>- 9-24-12 Move Process Chart-TC to Community</p> |
| 18 | <p>After enrollment, if an individual is re-admitted to a facility such as those listed in Step #1, and stays there for more than 30 days, he/she will be disenrolled from the MFP Project and the ID Waiver (will lose Medicaid Waiver eligibility).</p> <p>However, he/she can re-enroll into the MFP Project without having to meet the requirement for 90 consecutive days in the facility, if eligibility continues.</p> <p>(An individual’s slot, however, can be retained. See Step #19 below: interruption).</p> | <p>Refer to <u>Virginia’s Money Follows The Person Project Guidebook</u>, revised 10/15/09, pages 31-32.</p> |
| 19 | <p>If services are not started or are interrupted (e.g., no provider located, re-admitted to a facility such as those listed in Step #1) complete the “Retain Slot . . .” form after 60 days and every 30 days thereafter (via IDOLS) and forward to the assigned Community Resource Consultant.</p> | <p>“Retain Slot of Individual Not Currently Receiving Waiver Services” form, 6/15/11rev.</p> |
| 20 | <p>If no Waiver service began after 180 days following enrollment (i.e., the individual remains at a facility), return</p> | |

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| | the MFP slot to the ODS, via terminating all the services in IDOLS, and contact ODS (Vivian) to remove it from the CSB’s queue. | |
| 21 | If an individual does not remain in the community for 12 consecutive months, (applies for and is re-admitted to a facility such as those listed in Step #1) and the interruption is not “short-term,” return the MFP slot to the ODS, via terminating all the services in IDOLS, and contact Vivian to remove it from the CSB queue. | |

- ① Nursing facility: Includes Children’s Hospital of Richmond’s long-term care section and the Renaissance Pediatric Unit of Iliff Nursing and Rehabilitation Center in Dunn Loring, VA among others.
- ② Training centers/small provider ICFs/IID: Ensure the small provider ICFs/IID (*Individuals with Intellectual Disability*) are certified, and the individual is in a certified bed.
- ③ Long Stay Hospital - Includes Lake Taylor Hospital in Norfolk and Hospital for Sick Children in Washington, D.C.
- ④ Institution for Mental Diseases (IMDS): IMD = “institutions for mental diseases” (42 CFR 435.1009). All state psychiatric hospitals have an IMD designation because they all have more than 16 beds. Medicaid will not pay for adults 21 to 64 at state psychiatric hospitals. Medicaid will only pay for services for **children and seniors** depending on the hospital used (per its designation/ level of care). That is, Medicaid will pay for geriatric care, skilled nursing, medical surgical treatment and children/adolescent services in the EPSDT program.
- ⑤ Psychiatric Residential Treatment Facilities (PRTFs) - (e.g., Hughes Center, Danville, VA; Commonwealth Center for Children and Adolescents, Staunton, VA)

MFP - IMPORTANT THINGS TO KNOW

- It is essential that the support coordinator/case manager working with someone exiting a facility via MFP familiarize him/herself with the content of the *MFP Project Guidebook* (available at www.olmsteadva.com/mfp/) and the *ID Community Services Manual, Appendix C* (available at: <http://virginiamedicaid@dmas.virginia.gov>)
- After participating for 12 months in the Project, the Money Follows the Person benefit code will disappear, but the Medicaid payment system will still show that the individual continues to remain enrolled in the waiver program as long as he/she continues to meet criteria for waiver eligibility.
- Other non-Waiver benefits available to MFP participants are “**supplemental home modifications**” (equipment or modifications of a remedial or medical benefit to the individual’s primary home – group homes are ineligible – to specifically improve his/her personal functioning, which must be completed in order for him/her to safely move into the home) and “**bridge rent**.”
 - Up to \$45,000/person is available for **supplemental home modifications**. Supplemental home modifications, required to remedy a significant barrier to the individual’s transition to the community, may be made before the individual transition out of the facility. They may also be used after the individual’s discharge, if the cost of the required modification totals more than the maximum ID Waiver Environmental Modifications amount. To initiate eligibility for these funds (available through the Virginia Department of Housing and Community Development, or DHCD), the individual’s case manager/support coordinator will contact one of the Centers for Independent Living listed on the guidance document “**Home Modification Funds for People Enrolled in Money Follows the Person,**” available at the following website: <http://www.dbhds.virginia.gov/ODS-MoneyFollowsPerson.htm>.
 - **Bridge rent** is available through DHCD to cover rental payments from the time the individual signs a lease until he/she can move into a residence that is undergoing supplemental home modifications paid through the Virginia Department of Housing and Community Development. Again, the individual’s case manager/support coordinator should contact one of the Centers for Independent Living listed on the guidance document named above.
- Transition Services funding is available to **any** individual receiving ID Waiver who is moving into a qualifying residence (see MFP STEPS) – not just MFP participants. However, only MFP participants may access these funds prior to leaving a facility. [Example: an individual plans to move from a group home into his own supervised apartment with a roommate. Because he will be paying towards his own living expenses (even though he is sharing those with a roommate), he is eligible for Transition Services funding to help pay security deposits, purchase household essentials, etc.].