

# 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

## Who is eligible to apply?

Providers of Developmental Disability services, both small and large, are encouraged to apply.

- Have a current **conditional, annual or triennial** DBHDS License for DD services, where applicable, 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**)
- Applicants must meet the qualification requirements for the service(s) you are applying for (see chart below):

Adopted from My Life My Community-Services & Support Qualification 2019	BI	FI	CL	Qualifications* *All services require a provider participation agreement with DMAS
<b>Employment and Day Options</b>				
Community Engagement	✓	✓	✓	DBHDS Non-Center Based Day Support License
Community Coaching	✓	✓	✓	DBHDS Non-Center Based Day Support License
<b>Residential Options</b>				
Independent Living Supports	✓			DBHDS Supportive In-home Residential Services License
Shared Living	✓	✓	✓	A DBHDS provider possessing a DBHDS license to provide DD services shall manage the administrative aspects of this service-

Supported Living		✓	✓	DBHDS Supervised Living Residential Services License or Supportive In-home Residential Services License
In-home Support Services		✓	✓	DBHDS Supportive In-home Residential Services License
<b>Medical and Behavioral Support Options</b>				
Private Duty Nursing		✓	✓	Not a DBHDS-licensed service, but a DHP-license RN or LPN, who is under the supervision of a license RN employed by a DMAS Home Health Provider, or contracted with or employed by a DBHDS-license: <ul style="list-style-type: none"> <li>• DD Day Support License (center or non-center-based),</li> <li>• Center-based respite services,</li> <li>• In-home respite services,</li> <li>• Out-of-home respite services,</li> <li>• Group Home Residential,</li> <li>• Sponsored Residential Home,</li> <li>• Supervised Living Residential,</li> <li>• Supportive In-home Residential</li> </ul>
Skilled Nursing		✓	✓	Not a DBHDS-licensed service, but a DHP-license RN or LPN, who is under the supervision of a license RN employed by a DMAS Home Health Provider, or contracted with or employed by a DBHDS-license: <ul style="list-style-type: none"> <li>• DD Day Support License (center or non-center-based),</li> <li>• Center-based respite services,</li> <li>• Group Home Residential,</li> <li>• In-home respite services,</li> <li>• Out-of-home respite services,</li> <li>• Sponsored Residential Home,</li> <li>• Supervised Living Residential,</li> <li>• Supportive In-home Residential</li> </ul>
<b>Additional Options</b>				
Benefits Planning	✓	✓	✓	Providers for this service are nationally certified Social Security Administration (SSA) Community Work Incentive Coordinators (CWIC) or Department of Aging and Rehabilitative Services (DARS) certified Work incentive Specialist Advocate (WISA) approved vendor.
Community Guide	✓	✓	✓	Completed Person-Centered Thinking training AND <u>General Community Guide</u> : Community Connections <u>Community Housing Guide</u> : DBHDS Independent Housing Curriculum Modules 1-3 AND one of the following: Regional Fair Housing course offered by the VA Fair Housing Office or VHDA Rental Education Coursework
Electronic Home-Based Services	✓	✓	✓	EHBS service provider shall be one of the following: Medicaid-enrolled licensed personal care agency; Medicaid-enrolled durable medical equipment (DME) provider; CSB or BHA; Center for Independent Living; Licensed and Medicaid-enrolled home health provider; An EHBS manufacturer that has the ability to provide electronic home-based equipment, direct services (i.e., installation, equipment maintenance, and service calls), and monitoring; or Medicaid enrolled PERS manufacturer that has the ability to provide electronic home-based equipment, direct services (i.e., installation, equipment maintenance, and service calls), and monitoring services.
Employment and Community Transportation	✓	✓	✓	Not a DBHDS-licensed service, but any DBHDS-licensed provider can be the administering agency
Peer Mentor Supports	✓	✓	✓	The administrating agency shall serve as enrolled DBHDS licensed provider of DD services or Center for Independent Living. Serve as the enrolled provider and maintain the documentation of the peer mentors qualifications, criminal background and Child Protective Registry (if under age of 18) checks, and other required documentation.

- Have at least **three years of work experience** providing any community-based service to people with developmental disabilities in Virginia or another state

- Have identified a **minimum of three 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. If the provider has not yet identified three people at the time of application, once approved, the provider may submit one or more Jump-Start Acknowledgement & Assignment of Award form with each request for disbursement of funds until a total of three forms have been received. Providers may access up to 25% of remaining funds for each form received.

## 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 (see Appendix I), 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)
- Private Duty Nursing and/or Skilled Nursing (\$25,000)
- 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:**

<b>Covered Activity Examples</b>	
Business consultation fees; Project management fees	Computers, printers, backup drives, networking hardware
Business licenses/permits	Industry specific software or custom software/database
Legal/professional fees	Initial deposit on internet service and hardware
Staff recruitment incentives; training/trainer costs; personnel costs for matching staff process	Purchase and installation of security systems
Initial advertising push, conference vendor fees	Business cards, letterhead, flyers, brochures
Costs to create options needed to promote inclusion	Cell phones (initial cost)
Training for Peer Mentors	Environmental modification
Full cost of vehicle for direct service	Other approved activities
<b>Excluded Activity Examples</b>	
Ongoing program costs	Salary
Staff benefits	Down payments on vehicles or equipment
Mileage/fuel-unrelated to covered training	Lease payments
Lodging -unrelated to covered training	Purchase commercial property

- **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.**
- **All requested expenditures in excess of \$1000 will need to be accompanied by three (3) estimates. If the item/service requested is specialized and therefore three estimates are unable to be provided, the request should be accompanied by justification for the expenditure. The review committee may request estimates for any expenditure.**

## 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: 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 meets qualification requirements for the service(s) to be provided
- 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 three individuals must be identified for an application to be funded.**

**Jump-Start 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 three 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 funds will be used, and how activities are organized, implemented, completed and sustained
- 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
- 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 semiannual Provider Data Summary webinar to learn about statewide services opportunities
- B. Complete all sections on the application to include; describing provider’s history with serving the DD population, describe your organization structure including the new or expanding services, structure and staffing pattern.
- C. Submit a completed application with supporting documents to DBHDS at [jumpstart@dbhds.virginia.gov](mailto:jumpstart@dbhds.virginia.gov).
- D. **Receive response to application**
  1. Applications will be approved or denied based on regional needs
  2. Approved or denied
    - i. Application will be denied if there are missing required items; provider may resubmit application with the missing items
    - ii. Approvals will be based on program criteria and committee review

- E. **If approved**, the provider signs the Jump-Start Funding Agreement letter sent from DBHDS and complete the Individual Acknowledgement & Assignment of Award Funding forms for three or more individuals and returns it to DBHDS to begin accessing approved funds. If the provider has not yet identified three people at the time of application, once approved, the provider may submit one or more JumpStart Acknowledgement & Assignment of Award form with each request for disbursement of funds until a total of three forms have been received. Providers may access up to 25% of remaining funds for each form received.
- F. **The provider submits an Initial Jump-Start Funding Invoice and the Initial Funding Narrative requesting 25% of approved funding to the fiscal agent; invoices and receipts are needed for future fund distribution; reimbursement shall be based on a submission of receipts. At least one JumpStart Acknowledgement & Assignment of Award form must be received before the initial 25% of funding will be disbursed.**
- G. **Funds are disbursed by the fiscal agent following invoice submission**
  - 1. Funds will be distributed following the receipt of an invoice and may not exceed the amount listed in the Jump-Start Funding Agreement or exceed one agreement with up to two services per agency per fiscal year.
  - 2. Any provider who has not yet submitted three JumpStart Acknowledgement & Assignment of Award forms must submit at least one or more form with each reimbursement request until a total of three forms have been received. Providers may access up to 25% of remaining funds for each form received.
- 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 and survey monkey to review outcomes

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