

3/10 Info

**[ODP-STAKEHOLDER-COMMUNITY] ODP Communication 018-16:  
Provider Start-Up and Supports Coordination Transition Funding Available  
Through the Money Follows the Person Initiative and to Support the  
Movement of Benjamin Class Members**

ODP STAKEHOLDER COMMUNITY [ODP-STAKEHOLDER-  
COMMUNITY@LISTSERV.DPW.STATE.PA.US] on behalf of Pesner, Hope [hpesner@PA.GOV]

**Sent:** Tuesday, March 08, 2016 4:31 PM

**To:** ODP-STAKEHOLDER-COMMUNITY@LISTSERV.DPW.STATE.PA.US

**Attachments:** ODPANN 018-16 Provider Sta~1.pdf (550 KB) ; Start-Up Request Form and ~1.pdf (437 KB) ; Copy of Benjamin Startup ~1.xlsm (33 KB)

Dear Colleagues:

Please help the Office of Developmental Programs (ODP) to widely distribute the attached announcement, *018-16, Provider Start-Up and Supports Coordination Transition Funding Available Through the MFP Initiative and to Support the Movement of Benjamin Class Members*.

**AUDIENCE:** Unlicensed and Licensed Waiver Funded Residential Habilitation Providers, Direct Vendors, Organized Health Care Delivery System (OHCDs) providers, Public and Private ICF/ID Programs, Supports Coordination Organizations (SCOs), and Administrative Entities (AEs).

**PURPOSE:** This is to announce the procedures for providers to request start-up funding for Benjamin class members who are transitioning from a state center to the community through the Money Follows the Person process and supplemental start-up costs specific to Benjamin Class Members

**BACKGROUND:** The *Money Follows the Person Rebalancing Demonstration* [MFP] provides enhanced federal funding to support the movement of people from institutional to community settings. MFP offers one-time start-up funds to help defray costs associated with transitioning individuals from inpatient settings. Start-up funds are currently capped at a maximum of \$5,000 per MFP eligible participant. Only actual costs incurred/funds expended up to the cap may be submitted for payment.

Additional start-up funding is available to providers to encourage the development of community homes while supporting the movement of Benjamin class members to the community. Funding in excess of \$5,000 per person is now available and may be requested for Benjamin class members using the attached forms. Approval of this funding by ODP shall occur on a case-by-case basis. The available funding through the MFP initiative of \$5,000 must be exhausted before any claims can be submitted for other approved provider start-up costs.

Please review the attached announcement for details on individuals who may qualify for this funding, how to request funding through the Money Follows the Person Initiative and the availability of other funding options.

Thank you for your assistance.



# ODP Announcement

## PROVIDER START-UP AND SUPPORTS COORDINATION TRANSITION FUNDING AVAILABLE THROUGH THE MFP INITIATIVE AND TO SUPPORT THE MOVEMENT OF BENJAMIN CLASS MEMBERS

### ODP Communication Number 018-16

*The mission of the Office of Developmental Programs is to support Pennsylvanians with developmental disabilities to achieve greater independence, choice and opportunity in their lives.*

**AUDIENCE:** Unlicensed and Licensed Waiver Funded Residential Habilitation Providers, Direct Vendors, Organized Health Care Delivery System (OHCDs) providers, Public and Private ICF/ID Programs, Supports Coordination Organizations (SCOs), and Administrative Entities (AEs).

**PURPOSE:** This is to announce the procedures for providers to request start-up funding for Benjamin class members who are transitioning from a state center to the community through the Money Follows the Person process and supplemental start-up costs specific to Benjamin Class Members

**BACKGROUND:** The *Money Follows the Person Rebalancing Demonstration* [MFP] provides enhanced federal funding to support the movement of people from institutional to community settings.

Reimbursement through MFP is available when the following conditions are met:

1. A person who has resided in an inpatient facility (including a public or private ICF/ID, Skilled Nursing Facility, or Psychiatric Rehabilitation Treatment Facility<sup>1</sup>) for 90 days or more moves to a waiver funded residential habilitation setting of 4 or less people. This

- <sup>1</sup> A PRTF is a child residential facility licensed pursuant to 55 Pa. Code § 3800 (relating to Child Residential and Day Treatment Facilities) that is certified by the Office of Mental Health and Substance Abuse Services (OMHSAS) and accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), the Council on Accreditation (COA), or the Commission on Accreditation of Rehabilitation Facilities (CARF).

includes costs associated with the modification or “set-up” of a private home as described below,

2. The person or their representative elects to sign an MFP consent prior to moving, and
3. The appropriate MFP code designation is recorded on the Home and Community Based Services (HCBS) Eligibility/Ineligibility/Change Form (PA 1768) by the AE and the completed form is sent to the CAO so that the MFP information can be entered into the Department’s eligibility system

MFP offers one-time start-up funds to help defray costs associated with transitioning individuals from inpatient settings. Start-up funds are currently capped at a maximum of \$5,000 per MFP eligible participant. Only actual costs incurred/funds expended up to the cap may be submitted for payment.

MFP also offers funding for Supports Coordination activities eligible for reimbursement under the waiver to support transition planning efforts for up to 180 days prior to the person’s move. These activities must be documented in service notes as “non-billable”.

Information about MFP billing procedures can be found in ODP Informational Memo 023-15, *Clarification on Informational Packet 045-14, Money Follows the Person (MFP) Initiative Billing for Start-Up and Supports Coordination Transition Support*. The applicable procedure codes for MFP billing are W 0400 (for MFP provider start-up) and W 0401 (for MFP supports coordination transition).

### **Availability of Additional Start-Up to Support the Movement of Benjamin Class Members**

Additional start-up funding is available to providers to encourage the development of community homes while supporting the movement of Benjamin class members to the community. Funding in excess of \$5,000 per person is now available and may be requested for Benjamin class members using the attached forms. Approval of this funding by ODP shall occur on a case-by-case basis. The available funding through the MFP initiative of \$5,000 must be exhausted before any claims can be submitted for other approved provider start-up costs.

Billing for approved Benjamin start-up activities/costs shall be submitted to PROMISe using procedure code W 0417.

## Request Process

Providers will use the attached start-up request form to make a payment request for the additional Benjamin startup. If the provider is requesting additional start-up for Benjamin class members, beyond the amount available through MFP, the Benjamin start-up expense form (attached) must also be completed and must be submitted to the applicable AE(s) for review prior to submission to ODP.

The AE(s) shall review the request to determine if the projected costs are reasonable and necessary to ensure a smooth transition and the start-up expenses are required for the class member to successfully reside in the community. The AE will review the submission, discuss and resolve any concerns with the provider and submit a final request to the ODP regional office. If multiple AEs are involved, the AEs shall collaborate in the review process. If there is a plan to transfer capacity to one AE, the AE receiving the additional waiver capacity as a result of the transfer shall make the final recommendation to ODP.

ODP will review requests to ensure that the established criteria are met and, if approved, will provide advance notification to the provider that payment for claims with the procedure codes identified above may occur. **Claims may only be submitted on or after the effective date of waiver enrollment and the start date of the waiver funded service.**

Start-up funding for Benjamin class members is available for non-property related acquisition costs but *may not* be used for house down payments. Startup funding is available for the following:

- Provide an opportunity for the individual to spend time with new staff and potential housemates in advance of the move.
- The development or modification of a community residence. Community residences include both private homes and provider operated service locations.
- Expenses incurred by the provider in orienting staff prior to their move to the community residence.
- Supporting the individual's and/or families' visits to the provider in advance of the individual's formal move.
- Equipment, essential furnishings and initial supplies. Examples: food, household products, dishes, chairs and tables.
- Security deposits or other such one-time payments that are required to obtain or retain a lease on an apartment, home or community living arrangement.
- Set-up fees or deposits for utility or service access. Examples: telephone, electricity and heating.

Start-up funding may be obtained for more than one eligible person in the home, up to the home's approved program capacity. Only actual costs incurred/funds expended up to the cap may be submitted using procedure code W 0417.

Eligible Start-up costs for an individual in a private home may also be obtained by

- A Direct Vendor (an organization that sells goods or services to the general public and provides those same goods or services to waiver participants by enrolling in HCSIS or PROMISE™ as a Provider Type (PT) 55), or
- An Organized Health Care Delivery Systems (who bills PROMISE™ and receives payment for waiver vendor goods or services provided by a direct vendor).

This is limited to specialty codes 543 and 552.

The same conditions apply to the additional funding available for Benjamin class members. Funding is available for non-property related acquisition costs but *may not* be used for down payments.

Questions may be directed to your Regional Fiscal Officer or Regional Program Manager.