

CONNECTIONS TO COMMUNITY LIVING SUSTAINABILITY INITIATIVE OPERATIONAL GUIDE SERIES #1

Topic: Funding for ADRC Relocation Activities

INTRODUCTION

The Money Follows the Person (MFP) demonstration grant will reimburse the Aging and Disability Resource Center (ADRC) for 100% of the costs for activities related to relocations. Staff will be required to record time spent performing eligible activities using the 100% time reporting daily log. No ADRC funding will need to be used for these activities. This document provides ADRCs with information about activities that can be claimed for reimbursement and provides instructions for recording time spent on eligible activities.

ELIGIBLE ACTIVITIES

The following activities are eligible for MFP reimbursement **when performed with staff or residents of nursing homes or intermediate care facilities (ICFs)**:

- Outreach, for example, meeting with nursing home staff and residents, giving presentations, describing the services of the ADRC;
- Responding to MDS-Section Q referrals from nursing homes;
- Options counseling, including initial options counseling and any follow-up contacts with the individual and his/her collaterals;
- Long term care functional screen completion;
- Enrollment counseling;
- Enrollment processing; and
- Relocation activities resulting from nursing home or ICF facility closures (Chapter 50, Related to provisions under Wisconsin Statutes).

ADRCs may choose to increase a current staff member's time to accomplish these activities. They may also hire new staff or hire contracted staff.

HOW TO CLAIM FOR ELIGIBLE ACTIVITIES

When an ADRC plans on beginning their relocation/diversion efforts, they must notify Julie Schroeder, ORCD Fiscal Analyst, at julie.schroeder@wisconsin.gov so that a contract addendum can be issued which will make the new funding source available to the ADRC.

There will be two funding sources to support the activities: General Purpose Revenue (GPR) and Medicaid Administration (MA Admin) funds. Neither of these funding sources affect the ADRC GPR or ADRC MA Admin funds. Once this notification has occurred, staff can begin recording MFP-NH Relocation time.

The ADRC must retitle two of the “Other Program” columns on the Daily Activity Log to reflect the following:

- MFP-NH Relocation MA
- MFP-NH Relocation Non MA

ADRC staff that completes any of the above identified activities with a person in a nursing home or ICF will record all of their time spent in the appropriate column in the Other Program section of the 100% time reporting daily log

(<http://www.dhs.wisconsin.gov/LTCare/adrc/professionals/referencetools/reporting/TimeLogNH-Relocation.pdf>) for the ADRC to be reimbursed from the MFP Program. Even if staff is hired only for this specific task they must complete 100% time reporting to access these funds.

A. Staff will record time in the MFP-NH Relocation MA column when they spend time with **staff or residents of nursing homes or ICFs:**

- Outreach;
- Responding to MDS-Section Q referrals from nursing homes;
- Long term care functional screening;
- Enrollment counseling; and
- Enrollment processing.

B. For these activities:

- Options counseling, including initial options counseling and any follow-up contacts with the individual and his/her collaterals; and
- Relocation activities resulting from nursing home or ICF-MR facility closure (Chapter 50).

Staff will either record time:

- in the MFP-NH Relocation MA column if the person is an MA recipient or has applied for MA coverage; or
- in the MFP-NH Relocation Non MA column if the person is not an MA recipient.

Staff should be reminded to record all time spent on the MFP-NH Relocation initiative; this includes preparation, data entry, related paperwork, reporting and all travel.

The percentage of time spent in each category MFP-NH MA and MFP-NH non MA will be applied to the expenses incurred and the resulting amounts reported to the State via the CARS form F-80862 or F-80600. The contract addendum will identify the profiles used to report expenses incurred for this initiative.