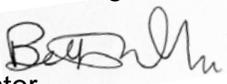


STATE OF WISCONSIN
Department of Health Services
Division of Long Term Care

DLTC Numbered Memo Series 2013-01
Date: May 30, 2013
Index Title: Medicaid Standards for Certified
1-2 Bed Adult Family Homes

To: Listserv

For: Family Care Managed Care Organizations
IRIS Consultant Agencies and Certification Agency
County Human Services Agencies

From: Beth Wroblewski 
Deputy Administrator

Subject: Comment period for revised Wisconsin Medicaid Standards for Certified 1-2 Bed Adult Family Homes

Document Summary

Background

The purpose of this memorandum is to communicate updated standards for 1-2 bed Adult Family Homes for a formal 30-day comment period. These standards apply to 1-2 bed Adult Family Homes that are funded by the Family Care Program, the IRIS waiver, and the Children's Long Term Care waivers, Community Options Program (COP) waiver, Community Integration Program (CIP) waiver, and homes certified and funded by county Human Services Agencies. For managed long term care programs, these standards replace prior policy memos for managed long term care programs about their responsibility for certification of 1-2 bed Adult Family Homes; those memos were issued in June, 2008 and January, 2010.

These standards have been widely shared and comments have been received from stakeholders over the past three years prior to this formal comment period. Comments should be submitted to DHSOFCE@wisconsin.gov by close of business on June 24, 2013.

The Department will continue to require MCOs, counties human service agencies, and the IRIS Waiver program to certify 1-2 bed Adult Family Homes.

Applicability

These standards apply to the following entities: the Department of Health Services, Medicaid Waiver Programs, including Family Care, Family Care Partnership, PACE, IRIS, COP, CIP, Adult Family Home sponsors, Community Care Home staff, individuals served in Adult Family Homes, guardians of those individuals, and other stakeholders whose services interplay with these homes.

Policy Changes

There are several policy changes with the implementation of the revised 1-2 bed Adult Family Home standards. These changes were proposed to improve the 1-2 bed Adult Family Home program and services to residents within these residential settings.

1. Exception Process: The most significant change to these standards is the process for exception allowances. The exception process in the prior standards was very minimal.

The new standards provide more direction on the criteria for approval to grant exceptions, oversight and monitoring of exceptions throughout the state, and long term tracking of the exceptions. These standards allow for these missing elements.

These standards place the decision making about exceptions to these standards at the local level, in the certifying agency. The certifying agencies will be the responsible entity allowing or disallowing exceptions instead of Departmental approval. The Department will continue to remain actively involved in the oversight of the implementation and fidelity to these standards. Establishing criteria for granting exceptions in Chapter II, and requiring quarterly submission of all granted exceptions allows for sufficient Department oversight and the opportunity to address any inconsistencies that may result from exceptions granted by certifying agencies.

2. Any Willing Provider: A previous requirement in the standards required certifying agencies to certify any home if the requirements for certification were met. In other words, the certifying agency certified any willing provider that applied for certification and met the requirements. This created a high work load for the certifying agencies. The revised standards allow for more discretion in relation to this requirement. The revised standards allow for two options upon receipt of an application: the certifying agency may continue with the certification process; or refrain from certifying the home and direct the interested party to register online as an interested potential adult family home sponsor for other certifying agencies. This revision to the requirement will allow more efficient use of the certifying agencies' time and efforts into certification and oversight.
3. Community Care Homes: Community Care Homes are defined as "a residence controlled (owned or leased) and operated by an entity/agency certified to operate the home where one or two adult residents reside and receive support and services above the level of room and board from staff employed by the entity/agency that controls and sponsors the home and employs the staff." This category of homes is included in the definition of homes that must meet these standards.
4. Home Safety Requirements: The last significant change for the 1-2 bed Adult Family Homes standards increases the amount of safety measures inside the home. The new standards have additional requirements of the Adult Family Home sponsors including carbon monoxide detectors, and water temperature requirements.
5. Other changes were made to clarify policy and to incorporate new or revised state statutes, as well as wording changes consistent with long term care reform.

Effective Date

The standards for 1-2 Bed Adult Family Homes have a tentative release date of July 1, 2013. There are three databases that support these standards that will follow this release date. The Registry of Interest for Potential Adult Family Home Sponsors will go into effect immediately with the release date of the standards; the database for tracking the exception allowances will be implemented in 2013; as well as the database for denial/revocation tracking. During this transition time period, certifying agencies shall continue the same protocol as they are currently using.

Implementation

While the release date is stated above, the standards contain new expectations that will require gradual implementation. The purpose of a gradual implementation is to allow the certifying agencies and other stakeholders time to fully implement the standards. The funding sources

utilizing these standards are expected to have fully implemented these standards within six months of the effective date, or, no later than January 1, 2014.

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Attachment: [Wisconsin Medicaid Standards for Certified 1-2 Bed Adult Family Homes](#)

cc: Area Administrators / Human Services Area Coordinators
 County COP Coordinators
 County Department of Community Program Directors
 County Departments of Developmental Disabilities Services Directors
 County Departments of Human Services Directors
 County Departments of Social Services Directors
 County Waiver Coordinators
 County DD Coordinators
 Independent Living Centers
 Tribal Chairpersons