

FOOTHILLS GATEWAY, INC.

Allocating HCBS-DD Funding

PROCEDURE:

General Guidelines:

- Funding in HCBS-DD will be allocated using Waiting List guidelines. The Waiting List is updated each month, effective the last day of the month.
- The Waiting List is organized by the person's Order of Selection date, except for the emergency list.
- HCBS-DD funding include residential, day program, behavior and transportation services. Services can be provided by different Program Approved Service Agencies (PASAs) for the residential, day services, behavior and transportation. Allocating a new resource requires the person to consider services from both a residential PASA and a day services PASA.
- The Supports Intensity Scale (SIS) will be completed for each individual to determine their level of funding.
- The SIS Level for residential and Day services will be included in the Request for Proposal (RFP) information.
- Transportation services are paid at a standard rate based on the number of miles between the individual's home and day services site (mileage band).

Vacancies:

- When a vacancy occurs with a HCBS-DD funding, the vacancy will be reported to Health Care Policy & Financing (HCPF) at the end of the month in which the appeal time lapses.
- HCPF will remove the funding from the FGI contract.
- The pool of returned HCBS-DD funding is used by HCPF to address emergency needs statewide.

New Funding:

- HCPF manages the HCBS-DD funding on a statewide basis. Children aging out of foster care may be given funding at the age of 18, provided the individual's team agrees it is in the best interest of the person.
- A Foothills Gateway (FGI) Case Manager can request emergency enrollment for a person by completing the emergency form explaining the situation and specifically addressing the reasons the person meets one or more of the emergency criteria guidelines.
- The emergency enrollment request is distributed to the Chief Operating Officer – Case Management, the Support Services Case Management Director, the

Comprehensive Case Management Director and Placement Coordinator. A consensus is reached and recommendations made.

- HCPF will notify the Placement Coordinator if funding is available by the person's order of selection date.
- FGI maintains a list of persons who have been determined to meet emergency status.
- A request for an HCBS-DD emergency enrollment will be written by the Case Manager, and sent to HCPF by the Placement Coordinator. The email outlines the individual's crisis situation and explains why the person meets emergency criteria.
- HCPF will review the request, agree or disagree with the emergency status and approve for enrollment, ask for additional information or deny the request.
- The Placement Coordinator will then notify the Case Manager when enrollment has been approved or denied.
- The Request for Placement procedure will be used to select a PASA for both residential and day services.
- While waiting for emergency funding to be allocated by HCPF, the Case Manager will work with the family or individual to plan alternative services or seek private pay services.
- The person or family will be encouraged to gather information placement from all interested PASAs. An individual can also waive the RFP procedure, ask that only selected PASAs receive the RFP, or select a specific PASA without interviewing all interested PASAs.
- If the individual is interested, release to share information forms will be signed. An RFP will be prepared and distributed to all PASAs offering comprehensive services. The RFP will include the Individual Profile, Indication of Interest form, Individual File Review form with the determined SIS Level.
- PASAs that return a Positive Indication of Interest, are encouraged to read the individual's master file to learn additional information about the individual. PASA staff complete and return the Individual File Review Form to the File room.
- PASA staff will visit the individual, arrange visits to specific IRSS settings or Host Homes, and the day program sites.
- The IDT will discuss the options available. The individual/guardian will select residential, day program, behavior and transportation services offers.
- The person seeking HCBS-DD services will determine if they want to accept the services offered by the PASAs. Transportation services will be determined after the residential and day services are selected.
- An Interdisciplinary Team (IDT) meeting will be scheduled by the Case Manager to develop a Service Plan. (Refer to Home and Community Based Services for the Developmentally Disabled (HCBS-DD) Comprehensive Checklist, and Medicaid eligibility requirements.) It is preferred that the admissions procedure is not complete until both residential and day services plans are established, but can be looked at on an individual basis if the need arises.

- If the person referred is not desirous of the offered services, he/she may choose to refuse the funding and remain on the Waiting List.
- The Placement Coordinator will then notify HCPF that the HCBS-funding has been refused.

1/04. . . . 1/18; 6/18; 6/19