

FY12-13 Developmental Center Census Reduction Using IO Waivers Funded by the Ohio Department of Developmental Disabilities

This process will be used to accomplish census reduction goals for FY2012-2013.

- 1) Developmental Center (DC) Team identifies person who wants to go to HCBS (waiver) program.
- 2) DC Team involves County Board (CB) and together they complete ODDP and develop an Individual Service Plan (ISP) that can be funded within the funding range assigned to the individual through the ODDP process. If the needed services cannot be funded within the funding range assigned to the individual through the ODDP process, then the CB should be prepared to submit a Prior Authorization request once the waiver has actually been approved. CB may utilize the Cost Projection Tool (CPT) within the Medicaid Services System (MSS) to project service costs. Service costs may also be projected through other mechanisms such as Excel spreadsheets or other software applications available at the county board. The CB must also be comfortable that they can ensure health and safety. The process should include anticipated move date so the SSA understands that the date needs to be far enough out to allow time for preparing the initial waiver packet as well as giving DODD time to approve the initial waiver packet. The move out date cannot precede the date the initial waiver packet is approved.
- 3) Using the amount determined by the ISP and related cost projection process based on individual need, the DC will notify Deputy Director Ginnie Whisman, who in turn, will notify Fiscal's Clay Weidner via e-mail of the individual's name, county of placement and amount of GRF needed (match only).
- 4) A letter will be forwarded via e-mail to the CB Superintendent from Deputy Director Ginnie Whisman approving the funds with cc's to DC Superintendent, Fiscal and Medicaid Developmental and Administration (MDA).
- 5) Once letter granting approval is sent, the CB places the individual on the IO Waiver List and selects "DI" Priority Code for Funding Option 1 or "DCTW" Priority Code for Funding Option 2. NOTE: **Funding Options** are explained below. Then, CB placed the individual on the Preliminary Implementation Component Tool (PICT), completing the fields for Projected Enrollment Year and Quarter. Based on the Waiting List Record, enrollment reason will auto populate with "DCTW" or "DI". Once the PICT is completed, CB shall e-mail waivercapacity-support@list.dodd.ohio.gov to inform the Department the PICT record is submitted and request the waiver allocation approval letter. (There is no separate/additional waiver subtype for this process as there was with Martin). DC Census Reduction Waivers count towards a CBs IO Waiver floor.
- 6) DC Team begins discharge process.
- 7) If the DC is planning to put an individual in another ICFMR and the displaced individual from a private ICFMR needs a waiver, the DC Superintendent will obtain a written commitment (to include individual's name and anticipated move date) from the receiving ICFMR. Upon County Board (CB) PAWS/ISP approval, the DC Superintendent will notify Deputy Director Ginnie Whisman in writing of the dollar amount needed. Following, process will continue at step two above with the exception of DC team involvement.

General Items To keep In Mind

- a) Start Up Costs will not be funded. Strongly suggested to utilize Home Choice option for start up costs. Following is the website/contact information: <http://jfs.ohio.gov/OHP/Consumers/HomeChoice.stm>. There is \$2,000 available from this for community transition funding and \$5,000 for the SSA's transition coordination. Questions regarding Home Choice can be referred to Brent Baer at brent.baer@dodd.ohio.gov.
- b) Fiscal will track the people assigned to a state funded waiver and communicate via spreadsheet to MDA.

NOTE: DCs will track all census reductions to achieve objectives for FY12-13 budget submission. Individuals who move to places that do not require the use of state funded waivers will be tracked by the Center and the Office of the Deputy Director.

Waiting Lists

Please note that the waiting list statute does not apply in these circumstances due to the fact that these are all state match supported. In enrolling individuals, county boards must use the PICT as this is the only means available to enroll individuals and allow the department to manage the allocation. The department will then track these individuals and will allocate a state match amount to the county based on the individual's PAWS. In short, while the county boards are administering these waivers, the department is assuming the responsibility for the match.

Capital

- a) DODD will make approximately \$40,000 of capital funds available, per individual, to assist in the purchase of homes or for modifications to existing homes to accommodate individuals. While these funds are not contingent upon the success of the placement, the DODD rules and policies related to the use of capital assistance do apply. Questions regarding Capital can be referred to Troy McCollister @ troy.mccollister@dodd.ohio.gov.

Funding Options

Counties may pick one of two options for the allocation of funds for all individuals leaving a DC (or an individual leaving an ICF/MR to create a spot for an individual from a DC) who needs an Individual Options (IO) waiver. These options are as follows:

Option 1: "DI"

The Ohio Department of Developmental Disabilities (DODD) will provide a set amount, similar to the practice during the DC closures, which would become a part of the County Board's (CB) allocation. The set amount would be \$37,000, which includes day services. The \$37,000 represents 35.97 percent of \$102,864 (average waiver cost for persons leaving the DC as a result of closures). If the person moves back to the DC within the first two years, DODD will remove the \$37,000 from the CB's allocation. This option may create short term risk for the CB; however, potential long term gain as the CB would have the state allocation into the future assuming the individual does not return to the DC within two years.

Option 2: "DCTW"

The DODD will pay the nonfederal share for the actual costs of the person including day services. This amount would not be included in the CB's allocation. DODD would set this aside at the beginning of the fiscal year as a state obligation before DODD calculates the CB allocations. This option presents no risk to the CB. Once the person disenrolls the "waiver funding" will be removed for that person.

Please note that the CB Superintendent must pick an option before an approval letter is returned. Once an option is chosen, the CB cannot change their option based on each individual's circumstance. DODD will record the CB choice and it will apply to anyone within the county who receives an IO waiver funded by DODD as part of our census reduction for the biennium. The CB Superintendent may communicate their choice to Ginnie Whisman either in advance of the need or whenever the CB requests their first waiver as a result of the census reduction. This communication should be sent to ginnie.whisman@dodd.ohio.gov.

Prior Authorizations

All requests for prior authorizations related to the census reduction should be clearly marked as DC Census Reduction and sent to the attention of Jeanne Gregory-Kaepfner at Jeanne.gregory-kaepfner@dodd.ohio.gov. Jeanne will expedite these requests.

Temporary Waiver Rate Enhancement

- HPC rate enhancement is \$0.52/15 minute unit. Enhancement is for HPC only and does not include On-Site/On-Call.
- Applies only to individuals leaving DCs and going directly to an IO Waiver setting on or after December 1, 2011, and will not be retroactive.
- Individuals who have been admitted to a DC for short-term stabilization are not included in the continuing DC census and therefore are not eligible for the rate add-on.
- The add-on request should be included with the DC Downsizing waiver request sent to the attention of the Deputy Director/Division of Residential Resources.
- Upon receipt of Deputy Director Approval, CB completes the CPT and manually calculates the cost of the add-on (\$0.52 x HPC units). CB also completes the PAWS application and selects "DC add-on" and selects DCTW as the match source in PICT.
- It is time-limited for up to 12 months to support the individual's transition from an institution to home and community based setting. The enhancement will not extend beyond 12 months or the end of the biennium (6/30/13).
- It can be in addition to medical and/or behavior add-ons as applicable.

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