

INFORMATIONAL MEMORANDUM

To: Managed Care Organizations

From: Larry Kelley, HCBS-MFP Program Manager

Date: July 26, 2017 – REVISED August 18, 2017

Re: Guidance for post-MFP transitions

General Purpose

The purpose of this memorandum is to provide the Managed Care Organizations (MCO)s with guidance on processing post-MFP transitions until the MFP Sustainability Plan and policies necessary to implement the approved plan are vetted and approved. Until the aforementioned policies are approved and implemented, requests received on or after July 1, 2017 involving individuals who wish to transition from an institutional setting to a community-based setting will be approved through the applicable waiver program manager as outlined below. This process will be utilized to process, monitor and track the status of these transitions.

Effective immediately for transitions occurring on or after July 1, 2017, the following guidance applies:

1. Prior to consideration for a transition the individual shall meet the qualifications listed below:
 - Individual shall be a current resident in a Nursing Facility, State Hospital (Parsons and KNI), Intermediate Care Facility-Individuals with Intellectual Disabilities (ICF-IDD), or Psychiatric Residential Treatment Facility (PRTF) with a minimum stay of ninety (90) consecutive days, and
 - Individual shall have current Medicaid eligibility, and
 - Individual shall meet HCBS waiver eligibility for the FE, PD, TBI or I/DD waiver.
2. Qualifying transitions shall receive priority approval by the waiver program manager;
3. Associated transition assistance funding (such as items to establish housekeeping) for transitions out of nursing facilities, or any other formerly MFP-qualified settings, may be provided by the MCO as an “In Lieu” of service;
4. Associated transition services (such as finding housing, transition planning, etc.) for transitions out of nursing facilities, or any other formerly MFP-qualified settings, may be provided by the MCO as an “In Lieu” of service;
5. Transitions from institutional settings shall be into community settings as identified as appropriate in the applicable HCBS waiver;
6. Individuals in State Hospitals that indicate a wish to transition into the community shall be referred to their MCO of choice by KDADS;
7. The following are the points of contact for obtaining the required transition approval for each waiver:
 - a. Frail Elderly (FE) waiver – Carrie Proffitt (Carrie.A.Proffitt@ks.gov);
 - b. Intellectual/Developmental Disability (I/DD) waiver – Paula Morgan (Paula.Morgan@ks.gov);
 - c. Physical Disability (PD) waiver - Eva Diehls (Eva.Diehls@ks.gov);
 - d. Traumatic Brain Injury (TBI) waiver – Michele Heydon (Michele.Heydon@ks.gov).

Supporting Documentation

The MCO shall complete the Transition Evaluation of Needs and email it to the respective waiver program manager for their review. The information required from the MCO on the Transition Evaluation of Needs form will include basic demographic information for the individual, the individual's admission date to the institution, if there was a disruption in service, the anticipated discharge date from the institution, the individual's HCBS choice, and HCBS Choice date.

The KDADS program manager shall review information contained in MMIS, MDS, and KAMIS to determine if an assessment or any additional information is required in order to make a determination for the institution transition crisis request. The program manager shall complete their respective sections of the 3160 and forward the 3160 to the MCO and KanCare Clearinghouse.

Additional Steps by waiver:

- FE and TBI waiver: FE and TBI waivers do not have a waiting list; therefore direct contact with the program manager will be required in order to initiate the necessary review process.
- PD waiver: The MCO shall email the 3160 to the waiver program manager with the qualifying condition documented and the **anticipated discharge date noted. Please do not put these requests in without indicating the anticipated discharge date.**
 - The program manager will follow up with the MCO and/or the ADRC until all required documentation is received.
- IDD waiver: The MCO should collaborate with the CDDO to email the 3160 **to the waiver program manager** with the qualifying condition documented and the **anticipated discharge date noted. Please do not put these requests in without indicating the anticipated discharge date.** The CDDO must assure transition candidates have a current BASIS that shows they are eligible for waiver services.
 - The program manager will follow up to ensure required collaboration occurs promptly that is in the best interest of the individual seeking placement in the community.

Tracking and Monitoring:

The waiver program manager will review and assure the documents are in order. A Notice of Action and 3160 shall follow immediately. The waiver program manager shall select *Crisis Exception Request* in the Reason for the 3160 drop down box. The "Yes" box for attachments at the bottom of the 3160 shall be checked and a copy of the completed Institution Transition Evaluation of Need form shall be attached. The KDHE Clearing House will process institutional transitions in the same manner as other Crisis Exception Requests. Notification of approval for a transition will be provided to all applicable parties (CDDO, ADRC, etc.). After the transition has occurred, the assigned MCO shall inform the Program Manager via email within one (1) business day that services have begun. The MCO shall use the phrase "Service Confirmation" in the subject line so Program Managers can prioritize these notifications. The waiver program manager will also track the number of post-MFP transition requests received and processed under these interim guidelines.

Follow up

To reiterate, this is not a permanent process but rather an interim measure to facilitate post-MFP transitions and to prevent prolonged institutionalization for those persons who are ready to move now. If a problematic issue emerges on a specific case, please contact the applicable waiver program manager.