

Application for a §1915(c) Home and Community-Based Services Waiver

PURPOSE OF THE HCBS WAIVER PROGRAM

The Medicaid Home and Community-Based Services (HCBS) waiver program is authorized in §1915(c) of the Social Security Act. The program permits a state to furnish an array of home and community-based services that assist Medicaid beneficiaries to live in the community and avoid institutionalization. The State has broad discretion to design its waiver program to address the needs of the waivers target population. Waiver services complement and/or supplement the services that are available to participants through the Medicaid State plan and other federal, state and local public programs as well as the supports that families and communities provide.

The Centers for Medicare & Medicaid Services (CMS) recognizes that the design and operational features of a waiver program will vary depending on the specific needs of the target population, the resources available to the state, service delivery system structure, state goals and objectives, and other factors. A State has the latitude to design a waiver program that is cost-effective and employs a variety of service delivery approaches, including participant direction of services.

Request for a Renewal to a §1915(c) Home and Community-Based Services Waiver

1. Major Changes

Describe any significant changes to the approved waiver that are being made in this renewal application:

The most significant change to the Waiver is the proposed addition of an Interpreter and Mental Health Counseling services to Appendix C. Both services have been utilized on other CT Waivers successfully. The Interpreter service would allow monolingual participants to have interpreter services more readily available during assessments and meetings. The Mental Health Counseling service would allow participants the choice of having counseling in their home environment as opposed to a office/clinic setting.

The Group RA and Group CSP services have been removed from the Waiver, as those services can now be authorized and billed utilizing a modifier with the standard RA and CSP codes.

The annual limit for Assistive Technology was increased to \$2000.

The Waiver Capacity noted in Appendix B-3 has been updated to reflect current program capacity. The maximum allowable clients for Year 1 will be set at 752 with small increases each year to a maximum of 896 individuals in Year 5. The reserved capacity for consumers transitioning off of the Money Follow the Person Demonstration and onto the Mental Health Waiver has also been reduced from 60 to 30 slots per year to more accurately reflect historical usage.

A Performance Measure was added for Sub-Assurance Appendix D.a.i.e

Updates were made to Sub-Assurances in Appendix C.a.i, Appendix D.a.i.d and Appendix G.a.i.c

The following services are now being billed directly through the MMIS by the Provider Agency instead of through the FI: Recovery Assistant Agency, Overnight Recovery Assistant, CSP, ADH, Assisted Living, Transitional Case Management, Supported Employment, Peer Supports, Brief Episode Stabilization, PERS, Chore, and Home Delivered Meals.

The Mental Health Waiver has implemented Electronic Visit Verification through Sandata for the following services: Community Support Program, Recovery Assistant, Peer Support, Supported Employment, Transitional Case Management, and Chore services.

Application for a §1915(c) Home and Community-Based Services Waiver

1. Request Information (1 of 3)

A. The State of Connecticut requests approval for a Medicaid home and community-based services (HCBS) waiver under the authority of §1915(c) of the Social Security Act (the Act).

B. Program Title (optional - this title will be used to locate this waiver in the finder):

Mental Health Waiver

C. Type of Request: renewal

Requested Approval Period:(For new waivers requesting five year approval periods, the waiver must serve individuals who are dually eligible for Medicaid and Medicare.)

3 years 5 years

Draft ID: **CT.005.03.00**

D. Type of Waiver (select only one):

Regular Waiver

E. Proposed Effective Date: (mm/dd/yy)

04/01/22

PRA Disclosure Statement

The purpose of this application is for states to request a Medicaid Section 1915(c) home and community-based services (HCBS) waiver. Section 1915(c) of the Social Security Act authorizes the Secretary of Health and Human Services to waive certain specific Medicaid statutory requirements so that a state may voluntarily offer HCBS to state-specified target group(s) of Medicaid beneficiaries who need a level of institutional care that is provided under the Medicaid state plan. Under the Privacy Act of 1974 any personally identifying information obtained will be kept private to the extent of the law.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0449 (Expires: December 31, 2023). The time required to complete this information collection is estimated to average 160 hours per response for a new waiver application and 75 hours per response for a renewal application, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

1. Request Information (2 of 3)

F. Level(s) of Care. This waiver is requested in order to provide home and community-based waiver services to individuals who, but for the provision of such services, would require the following level(s) of care, the costs of which would be reimbursed under the approved Medicaid state plan (check each that applies):

Hospital

Select applicable level of care

Hospital as defined in 42 CFR §440.10

If applicable, specify whether the state additionally limits the waiver to subcategories of the hospital level of care:

Inpatient psychiatric facility for individuals age 21 and under as provided in 42 CFR §440.160

Nursing Facility

Select applicable level of care

Nursing Facility as defined in 42 CFR ??440.40 and 42 CFR ??440.155

If applicable, specify whether the state additionally limits the waiver to subcategories of the nursing facility level of care:

Institution for Mental Disease for persons with mental illnesses aged 65 and older as provided in 42 CFR §440.140

Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) (as defined in 42 CFR §440.150)

If applicable, specify whether the state additionally limits the waiver to subcategories of the ICF/IID level of care:

1. Request Information (3 of 3)

G. Concurrent Operation with Other Programs. This waiver operates concurrently with another program (or programs) approved under the following authorities
Select one:

Not applicable

Applicable

Check the applicable authority or authorities:

Services furnished under the provisions of §1915(a)(1)(a) of the Act and described in Appendix I

Waiver(s) authorized under §1915(b) of the Act.

Specify the §1915(b) waiver program and indicate whether a §1915(b) waiver application has been submitted or previously approved:

Specify the §1915(b) authorities under which this program operates (check each that applies):

§1915(b)(1) (mandated enrollment to managed care)

§1915(b)(2) (central broker)

§1915(b)(3) (employ cost savings to furnish additional services)

§1915(b)(4) (selective contracting/limit number of providers)

A program operated under §1932(a) of the Act.

Specify the nature of the state plan benefit and indicate whether the state plan amendment has been submitted or previously approved:

A program authorized under §1915(i) of the Act.

A program authorized under §1915(j) of the Act.

A program authorized under §1115 of the Act.

Specify the program:

H. Dual Eligibility for Medicaid and Medicare.

Check if applicable:

This waiver provides services for individuals who are eligible for both Medicare and Medicaid.

2. Brief Waiver Description

Brief Waiver Description. *In one page or less*, briefly describe the purpose of the waiver, including its goals, objectives, organizational structure (e.g., the roles of state, local and other entities), and service delivery methods.

This Medicaid Waiver is targeted for adults with serious mental illness who are being discharged or diverted from nursing home care. This Waiver provides participants with the medical and psychiatric services and supports necessary to live independently in the community. The Waiver will serve 915 individuals who are being transitioned out of nursing facilities or who are at risk for this level of care and are being diverted from admission. Waiver services would be provided face to face, in the participant's home or in other community settings (non-office based). Individualized assessment, Recovery Plan development, and service delivery focus on participant strengths and assets, utilization of natural supports, and community integration. In other words, service delivery emphasizes recovery from the disabling effects of psychiatric disorders. The Waiver is operated by the Department of Mental Health and Addiction Services with oversight by the Department of Social Services, Connecticut's Single State Agency for Medicaid.

3. Components of the Waiver Request

The waiver application consists of the following components. *Note: Item 3-E must be completed.*

- A. Waiver Administration and Operation.** Appendix A specifies the administrative and operational structure of this waiver.
- B. Participant Access and Eligibility.** Appendix B specifies the target group(s) of individuals who are served in this waiver, the number of participants that the state expects to serve during each year that the waiver is in effect, applicable Medicaid eligibility and post-eligibility (if applicable) requirements, and procedures for the evaluation and reevaluation of level of care.
- C. Participant Services.** Appendix C specifies the home and community-based waiver services that are furnished through the waiver, including applicable limitations on such services.
- D. Participant-Centered Service Planning and Delivery.** Appendix D specifies the procedures and methods that the state uses to develop, implement and monitor the participant-centered service plan (of care).
- E. Participant-Direction of Services.** When the state provides for participant direction of services, Appendix E specifies the participant direction opportunities that are offered in the waiver and the supports that are available to participants who direct their services. (*Select one*):

Yes. This waiver provides participant direction opportunities. *Appendix E is required.*

No. This waiver does not provide participant direction opportunities. *Appendix E is not required.*
- F. Participant Rights.** Appendix F specifies how the state informs participants of their Medicaid Fair Hearing rights and other procedures to address participant grievances and complaints.
- G. Participant Safeguards.** Appendix G describes the safeguards that the state has established to assure the health and welfare of waiver participants in specified areas.
- H. Quality Improvement Strategy.** Appendix H contains the Quality Improvement Strategy for this waiver.
- I. Financial Accountability.** Appendix I describes the methods by which the state makes payments for waiver services, ensures the integrity of these payments, and complies with applicable federal requirements concerning payments and federal financial participation.

- J. Cost-Neutrality Demonstration.** Appendix J contains the state's demonstration that the waiver is cost-neutral.

4. Waiver(s) Requested

A. Comparability. The state requests a waiver of the requirements contained in §1902(a)(10)(B) of the Act in order to provide the services specified in **Appendix C** that are not otherwise available under the approved Medicaid state plan to individuals who: (a) require the level(s) of care specified in Item 1.F and (b) meet the target group criteria specified in **Appendix B**.

B. Income and Resources for the Medically Needy. Indicate whether the state requests a waiver of §1902(a)(10)(C)(i)(III) of the Act in order to use institutional income and resource rules for the medically needy (*select one*):

Not Applicable

No

Yes

C. Statewide. Indicate whether the state requests a waiver of the statewide requirements in §1902(a)(1) of the Act (*select one*):

No

Yes

If yes, specify the waiver of statewide that is requested (*check each that applies*):

Geographic Limitation. A waiver of statewide is requested in order to furnish services under this waiver only to individuals who reside in the following geographic areas or political subdivisions of the state.

Specify the areas to which this waiver applies and, as applicable, the phase-in schedule of the waiver by geographic area:

Limited Implementation of Participant-Direction. A waiver of statewide is requested in order to make *participant-direction of services* as specified in **Appendix E** available only to individuals who reside in the following geographic areas or political subdivisions of the state. Participants who reside in these areas may elect to direct their services as provided by the state or receive comparable services through the service delivery methods that are in effect elsewhere in the state.

Specify the areas of the state affected by this waiver and, as applicable, the phase-in schedule of the waiver by geographic area:

5. Assurances

In accordance with 42 CFR §441.302, the state provides the following assurances to CMS:

A. Health & Welfare: The state assures that necessary safeguards have been taken to protect the health and welfare of persons receiving services under this waiver. These safeguards include:

1. As specified in **Appendix C**, adequate standards for all types of providers that provide services under this waiver;
2. Assurance that the standards of any state licensure or certification requirements specified in **Appendix C** are met for services or for individuals furnishing services that are provided under the waiver. The state assures that these requirements are met on the date that the services are furnished; and,
3. Assurance that all facilities subject to §1616(e) of the Act where home and community-based waiver services are provided comply with the applicable state standards for board and care facilities as specified in **Appendix C**.

B. Financial Accountability. The state assures financial accountability for funds expended for home and community-based services and maintains and makes available to the Department of Health and Human Services (including the Office of the Inspector General), the Comptroller General, or other designees, appropriate financial records documenting the cost of services provided under the waiver. Methods of financial accountability are specified in **Appendix I**.

- C. Evaluation of Need:** The state assures that it provides for an initial evaluation (and periodic reevaluations, at least annually) of the need for a level of care specified for this waiver, when there is a reasonable indication that an individual might need such services in the near future (one month or less) but for the receipt of home and community-based services under this waiver. The procedures for evaluation and reevaluation of level of care are specified in **Appendix B**.
- D. Choice of Alternatives:** The state assures that when an individual is determined to be likely to require the level of care specified for this waiver and is in a target group specified in **Appendix B**, the individual (or, legal representative, if applicable) is:
1. Informed of any feasible alternatives under the waiver; and,
 2. Given the choice of either institutional or home and community-based waiver services. **Appendix B** specifies the procedures that the state employs to ensure that individuals are informed of feasible alternatives under the waiver and given the choice of institutional or home and community-based waiver services.
- E. Average Per Capita Expenditures:** The state assures that, for any year that the waiver is in effect, the average per capita expenditures under the waiver will not exceed 100 percent of the average per capita expenditures that would have been made under the Medicaid state plan for the level(s) of care specified for this waiver had the waiver not been granted. Cost-neutrality is demonstrated in **Appendix J**.
- F. Actual Total Expenditures:** The state assures that the actual total expenditures for home and community-based waiver and other Medicaid services and its claim for FFP in expenditures for the services provided to individuals under the waiver will not, in any year of the waiver period, exceed 100 percent of the amount that would be incurred in the absence of the waiver by the state's Medicaid program for these individuals in the institutional setting(s) specified for this waiver.
- G. Institutionalization Absent Waiver:** The state assures that, absent the waiver, individuals served in the waiver would receive the appropriate type of Medicaid-funded institutional care for the level of care specified for this waiver.
- H. Reporting:** The state assures that annually it will provide CMS with information concerning the impact of the waiver on the type, amount and cost of services provided under the Medicaid state plan and on the health and welfare of waiver participants. This information will be consistent with a data collection plan designed by CMS.
- I. Habilitation Services.** The state assures that prevocational, educational, or supported employment services, or a combination of these services, if provided as habilitation services under the waiver are: (1) not otherwise available to the individual through a local educational agency under the Individuals with Disabilities Education Act (IDEA) or the Rehabilitation Act of 1973; and, (2) furnished as part of expanded habilitation services.
- J. Services for Individuals with Chronic Mental Illness.** The state assures that federal financial participation (FFP) will not be claimed in expenditures for waiver services including, but not limited to, day treatment or partial hospitalization, psychosocial rehabilitation services, and clinic services provided as home and community-based services to individuals with chronic mental illnesses if these individuals, in the absence of a waiver, would be placed in an IMD and are: (1) age 22 to 64; (2) age 65 and older and the state has not included the optional Medicaid benefit cited in 42 CFR §440.140; or (3) age 21 and under and the state has not included the optional Medicaid benefit cited in 42 CFR § 440.160.

6. Additional Requirements

Note: Item 6-I must be completed.

- A. Service Plan.** In accordance with 42 CFR §441.301(b)(1)(i), a participant-centered service plan (of care) is developed for each participant employing the procedures specified in **Appendix D**. All waiver services are furnished pursuant to the service plan. The service plan describes: (a) the waiver services that are furnished to the participant, their projected frequency and the type of provider that furnishes each service and (b) the other services (regardless of funding source, including state plan services) and informal supports that complement waiver services in meeting the needs of the participant. The service plan is subject to the approval of the Medicaid agency. Federal financial participation (FFP) is not claimed for waiver services furnished prior to the development of the service plan or for services that are not included in the service plan.
- B. Inpatients.** In accordance with 42 CFR §441.301(b)(1)(ii), waiver services are not furnished to individuals who are inpatients of a hospital, nursing facility or ICF/IID.

- C. Room and Board.** In accordance with 42 CFR §441.310(a)(2), FFP is not claimed for the cost of room and board except when: (a) provided as part of respite services in a facility approved by the state that is not a private residence or (b) claimed as a portion of the rent and food that may be reasonably attributed to an unrelated caregiver who resides in the same household as the participant, as provided in **Appendix I**.
- D. Access to Services.** The state does not limit or restrict participant access to waiver services except as provided in **Appendix C**.
- E. Free Choice of Provider.** In accordance with 42 CFR §431.151, a participant may select any willing and qualified provider to furnish waiver services included in the service plan unless the state has received approval to limit the number of providers under the provisions of §1915(b) or another provision of the Act.
- F. FFP Limitation.** In accordance with 42 CFR §433 Subpart D, FFP is not claimed for services when another third-party (e.g., another third party health insurer or other federal or state program) is legally liable and responsible for the provision and payment of the service. FFP also may not be claimed for services that are available without charge, or as free care to the community. Services will not be considered to be without charge, or free care, when (1) the provider establishes a fee schedule for each service available and (2) collects insurance information from all those served (Medicaid, and non-Medicaid), and bills other legally liable third party insurers. Alternatively, if a provider certifies that a particular legally liable third party insurer does not pay for the service(s), the provider may not generate further bills for that insurer for that annual period.
- G. Fair Hearing:** The state provides the opportunity to request a Fair Hearing under 42 CFR §431 Subpart E, to individuals: (a) who are not given the choice of home and community-based waiver services as an alternative to institutional level of care specified for this waiver; (b) who are denied the service(s) of their choice or the provider(s) of their choice; or (c) whose services are denied, suspended, reduced or terminated. **Appendix F** specifies the state's procedures to provide individuals the opportunity to request a Fair Hearing, including providing notice of action as required in 42 CFR §431.210.
- H. Quality Improvement.** The state operates a formal, comprehensive system to ensure that the waiver meets the assurances and other requirements contained in this application. Through an ongoing process of discovery, remediation and improvement, the state assures the health and welfare of participants by monitoring: (a) level of care determinations; (b) individual plans and services delivery; (c) provider qualifications; (d) participant health and welfare; (e) financial oversight and (f) administrative oversight of the waiver. The state further assures that all problems identified through its discovery processes are addressed in an appropriate and timely manner, consistent with the severity and nature of the problem. During the period that the waiver is in effect, the state will implement the Quality Improvement Strategy specified in **Appendix H**.
- I. Public Input.** Describe how the state secures public input into the development of the waiver:

The interpreter service would allow monolingual participants to have interpreter services more readily available during assessments and meetings. The mental health counseling service would allow participants the choice of having counseling in their home environment as opposed to a office/clinic setting. The state sought public input from multiple sources in preparation of the renewal. DMHAS convenes regular monthly staff meetings and bi-annual meetings of the Waiver Advisory Council. Input was solicited regarding proposed changes. DMHAS also participates in the quarterly provider forum with providers of waiver services with regular discussion of the Waiver operations and opportunity for ongoing feedback and input into the waiver renewal process.

The state published written notice in the CT Law Journal on 10/26/21. The content of the notice is as follows:

DEPARTMENT OF SOCIAL SERVICES
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

NOTICE OF INTENT TO RENEW AND AMEND THE MENTAL HEALTH HOME AND COMMUNITY-BASED SERVICES WAIVER

In accordance with the provisions of section 17b-8(c) of the Connecticut General Statutes, notice is hereby given that the Commissioner of Social Services intends to submit a renewal of the Mental Health Home and Community-Based Services Waiver to the Centers for Medicare and Medicaid Services (“CMS”), to be effective April 1, 2022.

The above-referenced waiver is operated by the Department of Mental Health and Addiction Services (DMHAS).

The Department of Social Services and DMHAS are proposing the following changes upon renewal:

- Adding Interpreter Services, which would allow monolingual participants to have interpreter services more readily available during assessments and meetings.
- Adding Mental Health Counseling Services, which would allow participants the choice of receiving counseling in their home environment as opposed to an office or clinic setting.
- Reducing the number of annual Money Follows the Person reserved slots from 60 to 30 to more accurately reflect historical usage.
- Administratively removing Group Recovery Assistant and Group Community Support Program, as the group component of these two services can now be authorized and billed using a modifier with the standard Recovery Assistant and Community Support Program codes.
- Increasing the per-participant annual limit for Assistive Technology services from \$1,000 to \$2,000.
- Technical updates, including: updating performance measures as recommended by CMS; identifying services that utilize electronic visit verification (EVV); and indicating that certain services are billed directly through the state’s Medicaid claims payment system rather than through a fiscal intermediary.

A copy of the complete text of the waiver is available, at no cost, upon request to: Erin Leavitt-Smith, Director Long Term Services and Supports, Mental Health Waiver Program, Department of Mental Health and Addition Services, PO Box 351, Middletown, Connecticut, 06457; or via email at Erin.Leavitt-Smith@ct.gov. It is also available on the Department of Social Services’ website, www.ct.gov/dss, under “News and Press,” as well as the following direct link: <http://portal.ct.gov/DSS/Health-And-Home-Care/Medicaid-Waiver-Applications/Medicaid-Waiver-Applications>. In addition, it is available on DMHAS’s website, www.ct.gov/dmhas, under “What’s New!” as well as the following link: <https://portal.ct.gov/DMHAS/Programs-and-Services/Mental-Health-Waiver/Mental-Health-Waiver>.

All written comments regarding this renewal application must be submitted by November 26, 2021 to: Erin Leavitt-Smith, Director Long Term Services and Supports, Mental Health Waiver Program, Department of Mental Health and Addition Services, PO Box 351, Middletown, Connecticut, 06457; or via email to Erin.Leavitt-Smith@ct.gov.

J. Notice to Tribal Governments. The state assures that it has notified in writing all federally-recognized Tribal Governments that maintain a primary office and/or majority population within the State of the State's intent to submit a Medicaid waiver request or renewal request to CMS at least 60 days before the anticipated submission date is provided by Presidential Executive Order 13175 of November 6, 2000. Evidence of the applicable notice is available through the Medicaid Agency.

K. Limited English Proficient Persons. The state assures that it provides meaningful access to waiver services by Limited

English Proficient persons in accordance with: (a) Presidential Executive Order 13166 of August 11, 2000 (65 FR 50121) and (b) Department of Health and Human Services "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" (68 FR 47311 - August 8, 2003). **Appendix B** describes how the state assures meaningful access to waiver services by Limited English Proficient persons.

7. Contact Person(s)

A. The Medicaid agency representative with whom CMS should communicate regarding the waiver is:

Last Name:

Dumont

First Name:

Amy

Title:

Program Manager, Community Options Unit

Agency:

Department of Social Services

Address:

55 Farmington Ave

Address 2:

City:

Hartford

State:

Connecticut

Zip:

06105

Phone:

(860) 424-5173

Ext:

TTY

Fax:

(860) 424-4963

E-mail:

amy.dumont@ct.gov

B. If applicable, the state operating agency representative with whom CMS should communicate regarding the waiver is:

Last Name:

Janes

First Name:

Cheryl

Title:

Waiver Program Manager

Agency:

Department of Mental Health and Addiction Services

Address:

Address 2:

City:

State:

Zip:

Phone: **Ext:** **TTY**

Fax:

E-mail:

8. Authorizing Signature

This document, together with Appendices A through J, constitutes the state's request for a waiver under §1915(c) of the Social Security Act. The state assures that all materials referenced in this waiver application (including standards, licensure and certification requirements) are **readily** available in print or electronic form upon request to CMS through the Medicaid agency or, if applicable, from the operating agency specified in Appendix A. Any proposed changes to the waiver will be submitted by the Medicaid agency to CMS in the form of waiver amendments.

Upon approval by CMS, the waiver application serves as the state's authority to provide home and community-based waiver services to the specified target groups. The state attests that it will abide by all provisions of the approved waiver and will continuously operate the waiver in accordance with the assurances specified in Section 5 and the additional requirements specified in Section 6 of the request.

Signature:

State Medicaid Director or Designee

Submission Date:

Note: The Signature and Submission Date fields will be automatically completed when the State Medicaid Director submits the application.

Last Name:

First Name:

Title:

Agency:

Address:

Address 2:

City:

State: **Connecticut**

Zip:

Phone: Ext: TTY

Fax:

E-mail:

Attachments

Attachment #1: Transition Plan

Check the box next to any of the following changes from the current approved waiver. Check all boxes that apply.

- Replacing an approved waiver with this waiver.**
- Combining waivers.**
- Splitting one waiver into two waivers.**
- Eliminating a service.**
- Adding or decreasing an individual cost limit pertaining to eligibility.**
- Adding or decreasing limits to a service or a set of services, as specified in Appendix C.**
- Reducing the unduplicated count of participants (Factor C).**
- Adding new, or decreasing, a limitation on the number of participants served at any point in time.**
- Making any changes that could result in some participants losing eligibility or being transferred to another waiver under 1915(c) or another Medicaid authority.**
- Making any changes that could result in reduced services to participants.**

Specify the transition plan for the waiver:

Attachment #2: Home and Community-Based Settings Waiver Transition Plan

Specify the state's process to bring this waiver into compliance with federal home and community-based (HCB) settings requirements at 42 CFR 441.301(c)(4)-(5), and associated CMS guidance.

Consult with CMS for instructions before completing this item. This field describes the status of a transition process at the point in time of submission. Relevant information in the planning phase will differ from information required to describe attainment of milestones.

To the extent that the state has submitted a statewide HCB settings transition plan to CMS, the description in this field may reference that statewide plan. The narrative in this field must include enough information to demonstrate that this waiver complies with federal HCB settings requirements, including the compliance and transition requirements at 42 CFR 441.301(c)(6), and that this submission is consistent with the portions of the statewide HCB settings transition plan that are germane to this waiver. Quote or summarize germane portions of the statewide HCB settings transition plan as required.

Note that Appendix C-5 HCB Settings describes settings that do not require transition; the settings listed there meet federal HCB setting requirements as of the date of submission. Do not duplicate that information here.

Update this field and Appendix C-5 when submitting a renewal or amendment to this waiver for other purposes. It is not necessary for the state to amend the waiver solely for the purpose of updating this field and Appendix C-5. At the end of the state's HCB settings transition process for this waiver, when all waiver settings meet federal HCB setting requirements, enter "Completed" in this field, and include in Section C-5 the information on all HCB settings in the waiver.

The state assures that the setting's transition plan included with this waiver amendment or renewal will be subject to any provisions or requirements included in the State's approved Statewide Transition Plan. The State will implement any required changes upon approval of the Statewide Transition Plan and will make conforming changes to its waiver when it submits the next amendment or renewal

Most of these services (Community Living Support, Recovery Assistant, Home Delivered Meals, Overnight Recovery Assistant, PERS, Home Accessibility Adaptations, Assistive Technology, and Specialized Medical Equipment) are provided in the participant's home (owned or leased by the participant/participant's family for personal use) or a non-congregate community setting (e.g., Peer Supports and Community Support). However, DSS identified six services in the Mental Health Waiver that are not just provided in the participant's home/non-congregate community setting. These services are Adult Day Health, Supported Employment, Assisted Living, Brief Episodic Stabilization, Non-Medical Transportation, and Transitional Case Management. See III.A.1.c for DSS' assessment of Adult Day Health for the HCBS Waiver for Elders and 1915(i) State Plan HCBS Option (the same providers serve participants in HCPE and the Mental Health Waiver). DSS determined that the assessment of Supported Employment for the ABI waiver (see III.A.2) applies to the Mental Health Waiver. Similarly, DSS' assessment of Assisted Living (see III.A.1.c) applies to the Mental Health Waiver. Brief Episode Stabilization services are provided in the participant's home or in another community (non-residential) setting. This intervention typically takes place in four to eight hour blocks of time but might last up to 24 or 48 hours. If the participant cannot be stabilized within this time period, a more intensive intervention is usually needed. Thus, DSS determined that Brief Episode Stabilization is in compliance with the HCB settings requirements. Given the nature of Non-Medical Transportation, DSS has concluded that it also is in compliance with the HCB settings requirements. While Transitional Case Management may be provided in an institution, it is not provided by the institution, and the goal is to transition the participant to the community.

Additional Needed Information (Optional)

Provide additional needed information for the waiver (optional):

Appendix A: Waiver Administration and Operation

1. State Line of Authority for Waiver Operation. Specify the state line of authority for the operation of the waiver (*select one*):

The waiver is operated by the state Medicaid agency.

Specify the Medicaid agency division/unit that has line authority for the operation of the waiver program (*select one*):

The Medical Assistance Unit.

Specify the unit name:

(Do not complete item A-2)

Another division/unit within the state Medicaid agency that is separate from the Medical Assistance Unit.

Specify the division/unit name. This includes administrations/divisions under the umbrella agency that has been identified as the Single State Medicaid Agency.

(Complete item A-2-a).

The waiver is operated by a separate agency of the state that is not a division/unit of the Medicaid agency.

Specify the division/unit name:

Department of Mental Health and Addiction Services

In accordance with 42 CFR §431.10, the Medicaid agency exercises administrative discretion in the administration and supervision of the waiver and issues policies, rules and regulations related to the waiver. The interagency agreement or memorandum of understanding that sets forth the authority and arrangements for this policy is available through the Medicaid agency to CMS upon request. (*Complete item A-2-b*).

Appendix A: Waiver Administration and Operation

2. Oversight of Performance.

a. Medicaid Director Oversight of Performance When the Waiver is Operated by another Division/Unit within the State Medicaid Agency. When the waiver is operated by another division/administration within the umbrella agency designated as the Single State Medicaid Agency. Specify (a) the functions performed by that division/administration (i.e., the Developmental Disabilities Administration within the Single State Medicaid Agency), (b) the document utilized to outline the roles and responsibilities related to waiver operation, and (c) the methods that are employed by the designated State Medicaid Director (in some instances, the head of umbrella agency) in the oversight of these activities:

As indicated in section 1 of this appendix, the waiver is not operated by another division/unit within the State Medicaid agency. Thus this section does not need to be completed.

b. Medicaid Agency Oversight of Operating Agency Performance. When the waiver is not operated by the Medicaid agency, specify the functions that are expressly delegated through a memorandum of understanding (MOU) or other written document, and indicate the frequency of review and update for that document. Specify the methods that the Medicaid agency uses to ensure that the operating agency performs its assigned waiver operational and administrative functions in accordance with waiver requirements. Also specify the frequency of Medicaid agency assessment of operating agency performance:

The CT Department of Mental Health and Addiction Services (DMHAS) is the operating agency under the supervision of the Single State Medicaid Agency, the Department of Social Services (DSS). The Department of Social Services will ensure that DMHAS performs its operational and administrative functions in accordance with the requirements set forth in this waiver. DSS and DMHAS have executed a Memorandum of Understanding (MOU) that outlines this relationship. This MOU establishes the functions DMHAS performs, expectations regarding the performance of these functions and specific reporting requirements.

DSS is the Single State Medicaid agency responsible for the overall administration of the HCBS Waiver and assuring that federal reporting and procedural requirements are satisfied. In carrying out these responsibilities, DSS performs the following functions:

- Coordinates communication with federal officials concerning the waiver; Specifies and approves policies and procedures and consults with DMHAS in the implementation of such policies and procedures, that are necessary and appropriate for the administration and operation of the waiver in accordance with federal regulations and guidance;

- Monitors waiver operations for compliance with federal regulations including, but not limited to, the areas of waiver eligibility determinations, service quality systems, plans of care, qualification of providers, and fiscal controls and accountability;

- Determines Medicaid eligibility for potential waiver recipients/enrollee;

- Establishes, in consultation and cooperation with DMHAS, the rates of reimbursement for services provided under the waiver;

- Assists with the billing process for waiver services, completes billing process and claims for FFP for such services;

- Prepares and submits, with assistance from DMHAS, all reports required by CMS or other federal agencies regarding the waiver; and,

- Administers the hearing process through which an individual may request a reconsideration of any decisions that affect eligibility or the denial of waiver services as provided under federal law.

- Provides oversight of the quality assurance and quality improvement activities.

As the operating agency, DMHAS is responsible for the following components of the program:

- Conducts initial assessments and required re-assessments of potential waiver enrollees/recipients using uniform assessment instruments, documentation and procedure to establish whether an individual meets all eligibility criteria;

- Documents individual plans of care for waiver recipients in format(s) approved by DSS, which set forth: (1) individual service needs, (2) waiver services necessary to meet such needs, (3) the authorized service provider(s), and (4) the amount of waiver services authorized for the individual;

- Establishes and maintains quality assurance and improvement systems designed to assure the ongoing recruitment of qualified providers of waiver services and documents adherence to all applicable state and federal laws and regulations pertaining to health and welfare consistent with the assurance made in the approved waiver application(s);

- Establishes and maintains a system that provides for continuous monitoring of the provision of waiver services to assure compliance with applicable health and welfare;

- Assists DSS in establishing and maintaining rates of reimbursement for waiver services;

- Assists DSS in the preparation of all waiver-related reports and communications with CMS; and,

- Consults with DSS regarding all waiver-related activities and initiatives including, but not limited to, waiver applications and waiver amendments.

DSS meets with DMHAS on a quarterly basis to review key operating agency activities; as well as on an as needed basis to review individual or systemic issues as they arise. DSS prepares the annual 372 reports.

Appendix A: Waiver Administration and Operation

3. Use of Contracted Entities. Specify whether contracted entities perform waiver operational and administrative functions on behalf of the Medicaid agency and/or the operating agency (if applicable) (*select one*):

Yes. Contracted entities perform waiver operational and administrative functions on behalf of the Medicaid agency and/or operating agency (if applicable).

Specify the types of contracted entities and briefly describe the functions that they perform. *Complete Items A-5 and A-6.*

DSS and DMHAS contract with a fiscal intermediary to perform various administrative functions and assist participants who choose to direct recovery assistant services. The Fiscal Intermediary (FI) serves as the Medicaid billing provider for some Waiver services. The fiscal intermediary performs the following functions:

- Provide information and training materials regarding the Waiver, participants, and service delivery.
- Identify and recruit agencies and individuals who can provide Waiver services;
- Accept application and verify the credentials of agencies and individuals that will provide Waiver services.
- Enroll Waiver agencies and individuals that will provide Waiver services
- Maintain a registry of agencies and individuals who provide Waiver services;
- Accept and make payment for Waiver services to agencies and individuals who provide certain Waiver services

For individuals who choose to direct their own care, the FI functions as the intermediary between each participant and the individual that performs recovery assistant services. The FI assists the individual and/or caregivers to facilitate the employment of staff by the Waiver participant or their caregivers. Specific tasks performed by the FI will include:

- Managing, on a monthly basis, all invoices for recovery assistants against the amount of recovery assistants services authorized in a Participants Recovery Plan.
- Performing background checks on prospective individuals who will provide these services.

In addition to utilizing DMHAS staff to work as Community Support Clinicians, DMHAS may also contract with private non profit agencies to provide Community Support Clinicians that will perform Level of Care evaluations, develop participant service plans and carry out all other duties performed by Community Support Clinicians. Individuals contracted by the Operating Agency must have the same qualifications as those employed by the operating agency as outlined in Appendix B 6 c.

No. Contracted entities do not perform waiver operational and administrative functions on behalf of the Medicaid agency and/or the operating agency (if applicable).

Appendix A: Waiver Administration and Operation

4. Role of Local/Regional Non-State Entities. Indicate whether local or regional non-state entities perform waiver operational and administrative functions and, if so, specify the type of entity (*Select One*):

Not applicable

Applicable - Local/regional non-state agencies perform waiver operational and administrative functions.

Check each that applies:

Local/Regional non-state public agencies perform waiver operational and administrative functions at the local or regional level. There is an **interagency agreement or memorandum of understanding** between the State and these agencies that sets forth responsibilities and performance requirements for these agencies that is available through the Medicaid agency.

Specify the nature of these agencies and complete items A-5 and A-6:

Local/Regional non-governmental non-state entities conduct waiver operational and administrative functions at the local or regional level. There is a contract between the Medicaid agency and/or the operating agency (when authorized by the Medicaid agency) and each local/regional non-state entity that sets forth the responsibilities and performance requirements of the local/regional entity. The **contract(s)** under which private entities conduct waiver operational functions are available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

Specify the nature of these entities and complete items A-5 and A-6:

Appendix A: Waiver Administration and Operation

5. Responsibility for Assessment of Performance of Contracted and/or Local/Regional Non-State Entities. Specify the state agency or agencies responsible for assessing the performance of contracted and/or local/regional non-state entities in conducting waiver operational and administrative functions:

DSS and DMHAS monitor and assess the performance of the functions performed by the fiscal intermediary. DSS, DMHAS, and the FI meet at least quarterly to review operational issues. At this time any questions or issues raised through monitoring and monthly reporting are addressed.

DMHAS is responsible for assessing the performance of contracted staff working as Community Support Clinicians. Community Support Clinician activities include conducting level of care evaluations, completing level of care assessments; developing recovery plans, monitoring the implementation of the service plan and monitoring ongoing delivery of services outlined in the recovery plan, and all other tasks carried out by the Community Support Clinician as described in the waiver renewal application.

Appendix A: Waiver Administration and Operation

6. Assessment Methods and Frequency. Describe the methods that are used to assess the performance of contracted and/or local/regional non-state entities to ensure that they perform assigned waiver operational and administrative functions in accordance with waiver requirements. Also specify how frequently the performance of contracted and/or local/regional non-state entities is assessed:

DSS and DMHAS assess the performance of the functions performed by the fiscal intermediary. This is achieved through weekly, monthly and quarterly reports. Additionally there are quarterly project meetings. DMHAS will conduct an annual administrative audit involving a sample of FI records to ensure criminal background checks and other required documents are on file, as well verification that license, certification and qualifications are monitored and documented for providers.

DSS reviews and authorizes all Level of Care evaluations and Recovery Plans, including those completed by contracted Community Support Clinicians. The DMHAS Waiver Manager or designee meets at least twice monthly with contracted Community Supports clinicians to provide oversight and supervision.

Appendix A: Waiver Administration and Operation

7. Distribution of Waiver Operational and Administrative Functions. In the following table, specify the entity or entities that have responsibility for conducting each of the waiver operational and administrative functions listed (*check each that applies*):

In accordance with 42 CFR §431.10, when the Medicaid agency does not directly conduct a function, it supervises the performance of the function and establishes and/or approves policies that affect the function. All functions not performed directly by the Medicaid agency must be delegated in writing and monitored by the Medicaid Agency. *Note: More than one box may be checked per item. Ensure that Medicaid is checked when the Single State Medicaid Agency (1) conducts the function directly; (2) supervises the delegated function; and/or (3) establishes and/or approves policies related to the function.*

Function	Medicaid Agency	Other State Operating Agency	Contracted Entity
Participant waiver enrollment			
Waiver enrollment managed against approved limits			
Waiver expenditures managed against approved levels			

Function	Medicaid Agency	Other State Operating Agency	Contracted Entity
Level of care evaluation			
Review of Participant service plans			
Prior authorization of waiver services			
Utilization management			
Qualified provider enrollment			
Execution of Medicaid provider agreements			
Establishment of a statewide rate methodology			
Rules, policies, procedures and information development governing the waiver program			
Quality assurance and quality improvement activities			

Appendix A: Waiver Administration and Operation

Quality Improvement: Administrative Authority of the Single State Medicaid Agency

As a distinct component of the States quality improvement strategy, provide information in the following fields to detail the States methods for discovery and remediation.

a. Methods for Discovery: Administrative Authority

The Medicaid Agency retains ultimate administrative authority and responsibility for the operation of the waiver program by exercising oversight of the performance of waiver functions by other state and local/regional non-state agencies (if appropriate) and contracted entities.

i. Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance, complete the following. Performance measures for administrative authority should not duplicate measures found in other appendices of the waiver application. As necessary and applicable, performance measures should focus on:

- Uniformity of development/execution of provider agreements throughout all geographic areas covered by the waiver
- Equitable distribution of waiver openings in all geographic areas covered by the waiver
- Compliance with HCB settings requirements and other new regulatory components (for waiver actions submitted on or after March 17, 2014)

Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

Performance Measure:

Number of data reports specified in agreement with the Medicaid agency that were submitted by the Operating Agency and Fiscal Intermediary on time and in the correct format, divided by numbers of reports due in period

Data Source (Select one):

Reports to State Medicaid Agency on delegated Administrative functions

If 'Other' is selected, specify:

Responsible Party for data collection/generation (<i>check each that applies</i>):	Frequency of data collection/generation (<i>check each that applies</i>):	Sampling Approach (<i>check each that applies</i>):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text"/>
Other Specify: <input type="text" value="Fiscal Intermediary"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (<i>check each that applies</i>):	Frequency of data aggregation and analysis (<i>check each that applies</i>):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input type="text"/>	Annually

Responsible Party for data aggregation and analysis <i>(check each that applies):</i>	Frequency of data aggregation and analysis <i>(check each that applies):</i>
	Continuously and Ongoing
	Other Specify: <input type="text"/>

Performance Measure:

Number of LOC determinations completed by the Operating Agency and contracted Community Support Clinicians, divided by number of LOC determinations required/due during audit period

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation <i>(check each that applies):</i>	Frequency of data collection/generation <i>(check each that applies):</i>	Sampling Approach <i>(check each that applies):</i>
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text"/>
Other Specify: <input type="text" value="Contracted entity providing Community Support Clinicians"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify:	

	<input style="width: 80%; height: 20px;" type="text"/>	
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Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (<i>check each that applies</i>):	Frequency of data aggregation and analysis(<i>check each that applies</i>):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input style="width: 80%; height: 20px;" type="text"/>	Annually
	Continuously and Ongoing
	Other Specify: <input style="width: 80%; height: 20px;" type="text"/>

Performance Measure:

Number of credentialing applications processed by Fiscal Intermediary according to contract standards, divided by number of applications received during audit period.

Data Source (Select one):

Reports to State Medicaid Agency on delegated Administrative functions

If 'Other' is selected, specify:

Responsible Party for data collection/generation(<i>check each that applies</i>):	Frequency of data collection/generation(<i>check each that applies</i>):	Sampling Approach(<i>check each that applies</i>):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval =

		<input type="text"/>
Other Specify: <input type="text" value="Fiscal Intermediary"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis <i>(check each that applies):</i>	Frequency of data aggregation and analysis <i>(check each that applies):</i>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input type="text" value="Fiscal Intermediary"/>	Annually
	Continuously and Ongoing
	Other Specify: <input type="text"/>

Performance Measure:

Number of critical incidents reviewed within time frames specified in the Waiver application, divided by total number of incident reports received during audit period

Data Source (Select one):

Critical events and incident reports

If 'Other' is selected, specify:

Responsible Party for data collection/generation <i>(check each that applies):</i>	Frequency of data collection/generation <i>(check each that applies):</i>	Sampling Approach <i>(check each that applies):</i>
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text"/>
Other Specify: <input type="text"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis <i>(check each that applies):</i>	Frequency of data aggregation and analysis <i>(check each that applies):</i>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input type="text"/>	Annually

Responsible Party for data aggregation and analysis <i>(check each that applies):</i>	Frequency of data aggregation and analysis <i>(check each that applies):</i>
	Continuously and Ongoing
	Other Specify: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>

ii. If applicable, in the textbox below provide any necessary additional information on the strategies employed by the State to discover/identify problems/issues within the waiver program, including frequency and parties responsible.

b. Methods for Remediation/Fixing Individual Problems

i. Describe the States method for addressing individual problems as they are discovered. Include information regarding responsible parties and GENERAL methods for problem correction. In addition, provide information on the methods used by the state to document these items.

Waiver leadership staff from DSS, DMHAS, and the FI meet at least quarterly to review operational issues. At this time any questions or issues raised through monitoring and monthly/quarterly reporting are addressed. A Waiver Leadership meeting is held by DMHAS and FI weekly to identify issues. When problems are identified, communications both written and within meetings provide opportunities for resolution of issues of concern.

ii. **Remediation Data Aggregation**

Remediation-related Data Aggregation and Analysis (including trend identification)

Responsible Party <i>(check each that applies):</i>	Frequency of data aggregation and analysis <i>(check each that applies):</i>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <div style="border: 1px solid black; padding: 2px; width: 80%; margin-top: 5px;">Fiscal Intermediary</div>	Annually
	Continuously and Ongoing
	Other Specify: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>

c. Timelines

When the State does not have all elements of the Quality Improvement Strategy in place, provide timelines to design methods for discovery and remediation related to the assurance of Administrative Authority that are currently non-operational.

No

Yes

Please provide a detailed strategy for assuring Administrative Authority, the specific timeline for implementing identified strategies, and the parties responsible for its operation.

Appendix B: Participant Access and Eligibility

B-1: Specification of the Waiver Target Group(s)

a. Target Group(s). Under the waiver of Section 1902(a)(10)(B) of the Act, the state limits waiver services to one or more groups or subgroups of individuals. Please see the instruction manual for specifics regarding age limits. *In accordance with 42 CFR §441.301(b)(6), select one or more waiver target groups, check each of the subgroups in the selected target group(s) that may receive services under the waiver, and specify the minimum and maximum (if any) age of individuals served in each subgroup:*

Target Group	Included	Target SubGroup	Minimum Age	Maximum Age	
				Maximum Age Limit	No Maximum Age Limit
Aged or Disabled, or Both - General					
		Aged		<input type="checkbox"/>	<input type="checkbox"/>
		Disabled (Physical)		<input type="checkbox"/>	<input type="checkbox"/>
		Disabled (Other)		<input type="checkbox"/>	<input type="checkbox"/>
Aged or Disabled, or Both - Specific Recognized Subgroups					
		Brain Injury		<input type="checkbox"/>	<input type="checkbox"/>
		HIV/AIDS		<input type="checkbox"/>	<input type="checkbox"/>
		Medically Fragile		<input type="checkbox"/>	<input type="checkbox"/>
		Technology Dependent		<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Disability or Developmental Disability, or Both					
		Autism		<input type="checkbox"/>	<input type="checkbox"/>
		Developmental Disability		<input type="checkbox"/>	<input type="checkbox"/>
		Intellectual Disability		<input type="checkbox"/>	<input type="checkbox"/>
Mental Illness					
		Mental Illness	22	<input type="checkbox"/>	<input type="checkbox"/>
		Serious Emotional Disturbance		<input type="checkbox"/>	<input type="checkbox"/>

b. Additional Criteria. The state further specifies its target group(s) as follows:

Waiver participant must meet all of the requirements of Section 1 and one of the requirements of Section 2

Section 1 (all of the following five requirements)

- o An adult, 22 years of age or older;
- o Who is Medicaid-eligible;
- o Meets criteria for nursing home level of care;
- o Voluntarily chooses to participate in the waiver;
- o Has a diagnosis of serious mental illness as defined by State of Connecticut PASRR policy;

Section 2 (one of the following three requirements)

- o Is currently a resident of a nursing facility;
- o Is a participant in Money Follows the Person (MFP);
- o Psychiatric history, impairment and service needs as evidenced by the following:
 1. Is currently experiencing 2 or more of the following circumstances due to serious mental illness:
 - Has been recommended to take, or currently uses prescribed medication to control psychiatric symptoms;
 - Is unable to work in a full-time competitive employment situation;
 - Requires ongoing supervision and support to maintain a community living arrangement;
 - Is homeless, or at risk for homelessness;
 - Has had, or will predictably have, repeated episodes of decompensation, such as increased symptoms of psychosis; self-injury; suicidal/homicidal ideation; or psychiatric hospitalization.
 2. Has level of risk to self or others that a Community Support Clinician has determined can be managed safely in the community.
 3. Has the following core services needs if living in the community:
 - One-on-one rehabilitative activities in the home or in other community settings to assist in managing psychiatric, substance use, or medical problems, and in meeting requirements of everyday independent living; and
 - Support Coordination to assist in developing and implementing a Recovery Plan that ensures psychiatric and/or medical needs are met.

c. Transition of Individuals Affected by Maximum Age Limitation. When there is a maximum age limit that applies to individuals who may be served in the waiver, describe the transition planning procedures that are undertaken on behalf of participants affected by the age limit (*select one*):

Not applicable. There is no maximum age limit

The following transition planning procedures are employed for participants who will reach the waiver's maximum age limit.

Specify:

Appendix B: Participant Access and Eligibility

B-2: Individual Cost Limit (1 of 2)

a. Individual Cost Limit. The following individual cost limit applies when determining whether to deny home and community-based services or entrance to the waiver to an otherwise eligible individual (*select one*). Please note that a state may have only ONE individual cost limit for the purposes of determining eligibility for the waiver:

No Cost Limit. The state does not apply an individual cost limit. *Do not complete Item B-2-b or item B-2-c.*

Cost Limit in Excess of Institutional Costs. The state refuses entrance to the waiver to any otherwise eligible individual when the state reasonably expects that the cost of the home and community-based services furnished to that individual would exceed the cost of a level of care specified for the waiver up to an amount specified by the state.

Complete Items B-2-b and B-2-c.

The limit specified by the state is (select one)

A level higher than 100% of the institutional average.

Specify the percentage:

Other

Specify:

Institutional Cost Limit. Pursuant to 42 CFR 441.301(a)(3), the state refuses entrance to the waiver to any otherwise eligible individual when the state reasonably expects that the cost of the home and community-based services furnished to that individual would exceed 100% of the cost of the level of care specified for the waiver. *Complete Items B-2-b and B-2-c.*

Cost Limit Lower Than Institutional Costs. The state refuses entrance to the waiver to any otherwise qualified individual when the state reasonably expects that the cost of home and community-based services furnished to that individual would exceed the following amount specified by the state that is less than the cost of a level of care specified for the waiver.

Specify the basis of the limit, including evidence that the limit is sufficient to assure the health and welfare of waiver participants. *Complete Items B-2-b and B-2-c.*

The cost limit specified by the state is (select one):

The following dollar amount:

Specify dollar amount:

The dollar amount (select one)

Is adjusted each year that the waiver is in effect by applying the following formula:

Specify the formula:

May be adjusted during the period the waiver is in effect. The state will submit a waiver amendment to CMS to adjust the dollar amount.

The following percentage that is less than 100% of the institutional average:

Specify percent:

Other:

Specify:

Appendix B: Participant Access and Eligibility

B-2: Individual Cost Limit (2 of 2)

b. Method of Implementation of the Individual Cost Limit. When an individual cost limit is specified in Item B-2-a, specify the procedures that are followed to determine in advance of waiver entrance that the individual's health and welfare can be assured within the cost limit:

DMHAS and DSS will determine if the cost of the waiver services necessary to ensure the participant's health and safety does not exceed the cost limit established by the state. The Community Support Clinician is responsible to develop the plan to maintain the participants' health and safety while staying within the cost cap. This is done in consultation with the participant and/or their responsible party. The development of the care plan is based on a multidimensional assessment that covers the domains of health, function, psychosocial, cognition, environment, support system and finances. Risk factors are identified and mitigated through service plans. Once the plan is agreed upon, the costs are determined. Each service on the plan of care is evaluated to determine if a back-up plan is necessary to ensure client health and/or safety. If an applicant's health and safety needs cannot be met, they are denied access to the waiver. In the event that an individual's service plan cannot be approved because it exceeds the individual cap, the Department shall work with the individual and other members of the person-centered team to determine if revisions can be made that will provide appropriate services at the dollar amount available. If the Community Support Clinician determines that an applicant's need is more extensive than the services in the Waiver are able to support, the Community Support Clinician will inform the applicant that their health and safety cannot be assured. The plan may be resubmitted in the future if the total average cost of program participation has decreased sufficiently or the needs of the individual are reduced to a sufficient degree. In the event that the Applicant is denied enrollment or a current participants' services are being reduced or terminated, the applicant or participant will receive a Medicaid Notice of Action (NOA) regarding their right to a fair hearing in accordance with the rules of the Medicaid program.

c. Participant Safeguards. When the state specifies an individual cost limit in Item B-2-a and there is a change in the participant's condition or circumstances post-entrance to the waiver that requires the provision of services in an amount that exceeds the cost limit in order to assure the participant's health and welfare, the state has established the following safeguards to avoid an adverse impact on the participant (*check each that applies*):

The participant is referred to another waiver that can accommodate the individual's needs.

Additional services in excess of the individual cost limit may be authorized.

Specify the procedures for authorizing additional services, including the amount that may be authorized:

The Community Support Clinician may convene a Recovery Plan Team Meeting in the event of an increased need for service by a Waiver participant. If the team review determines a need for increased intensity of services, the DMHAS Waiver Manager and DSS may approve a time limited increase (less than 180 days) in the intensity of services. If it is determined at the time of the meeting or at the end of 180 days that the participant has an extended need for increased intensity of services, the individuals will be re-assessed by the Community Support Clinician and transitioned to a nursing facility or inpatient hospital if the health and safety of the participant cannot be assured.

Other safeguard(s)

Specify:

Appendix B: Participant Access and Eligibility

a. Unduplicated Number of Participants. The following table specifies the maximum number of unduplicated participants who are served in each year that the waiver is in effect. The state will submit a waiver amendment to CMS to modify the number of participants specified for any year(s), including when a modification is necessary due to legislative appropriation or another reason. The number of unduplicated participants specified in this table is basis for the cost-neutrality calculations in Appendix J:

Table: B-3-a

Waiver Year	Unduplicated Number of Participants
Year 1	752
Year 2	790
Year 3	824
Year 4	859
Year 5	896

b. Limitation on the Number of Participants Served at Any Point in Time. Consistent with the unduplicated number of participants specified in Item B-3-a, the state may limit to a lesser number the number of participants who will be served at any point in time during a waiver year. Indicate whether the state limits the number of participants in this way: (*select one*) :

The state does not limit the number of participants that it serves at any point in time during a waiver year.

The state limits the number of participants that it serves at any point in time during a waiver year.

The limit that applies to each year of the waiver period is specified in the following table:

Table: B-3-b

Waiver Year	Maximum Number of Participants Served At Any Point During the Year
Year 1	644
Year 2	674
Year 3	704
Year 4	734
Year 5	764

Appendix B: Participant Access and Eligibility

B-3: Number of Individuals Served (2 of 4)

c. Reserved Waiver Capacity. The state may reserve a portion of the participant capacity of the waiver for specified purposes (e.g., provide for the community transition of institutionalized persons or furnish waiver services to individuals experiencing a crisis) subject to CMS review and approval. The State (*select one*):

Not applicable. The state does not reserve capacity.

The state reserves capacity for the following purpose(s).

Purpose(s) the state reserves capacity for:

Purposes	
Reserved Capacity for Money Follows the Person Participants	

Appendix B: Participant Access and Eligibility

B-3: Number of Individuals Served (2 of 4)

Purpose (provide a title or short description to use for lookup):

Reserved Capacity for Money Follows the Person Participants

Purpose (describe):

The State of Connecticut will reserve capacity to accommodate the community transition for individuals that are currently participating in Money Follows the Person Initiative (MFP).

Describe how the amount of reserved capacity was determined:

The reserve capacity amount is based on consumers transitioning off of the Money Follows the Person Demonstration (MFP) and onto the Mental Health Waiver from April 1, 2022 through March 31, 2027, contingent upon continuation of demonstration project.

The capacity that the State reserves in each waiver year is specified in the following table:

Waiver Year	Capacity Reserved
Year 1	30
Year 2	30
Year 3	30
Year 4	30
Year 5	30

Appendix B: Participant Access and Eligibility

B-3: Number of Individuals Served (3 of 4)

d. Scheduled Phase-In or Phase-Out. Within a waiver year, the state may make the number of participants who are served subject to a phase-in or phase-out schedule (*select one*):

The waiver is not subject to a phase-in or a phase-out schedule.

The waiver is subject to a phase-in or phase-out schedule that is included in Attachment #1 to Appendix B-3. This schedule constitutes an intra-year limitation on the number of participants who are served in the waiver.

e. Allocation of Waiver Capacity.

Select one:

Waiver capacity is allocated/managed on a statewide basis.

Waiver capacity is allocated to local/regional non-state entities.

Specify: (a) the entities to which waiver capacity is allocated; (b) the methodology that is used to allocate capacity and how often the methodology is reevaluated; and, (c) policies for the reallocation of unused capacity among local/regional non-state entities:

f. Selection of Entrants to the Waiver. Specify the policies that apply to the selection of individuals for entrance to the waiver:

Each individual who seeks to be enrolled in the Waiver will be required to meet the following criteria:

- 1) Be 22 years and older.
- 2) Be Medicaid-eligible.
- 3) Meet the current criteria for nursing home level of care.
- 4) Voluntarily chooses to participate in the Waiver
- 5) Meet the criteria set forth in Appendix B-1.b

Entrance into the Waiver will be on a first come-first served basis for those who meet the above listed criteria. The exception to this first come-first served policy is those individuals who meet these criteria and participates in the State's Money Follows the Person initiative.

Entry into the Waiver will be offered to individuals based on their date of application for the Waiver. Individuals who are referred in excess of the allocated Waiver capacity within any given year will be placed on a waiting list. The waiting list will be managed by the Department of Mental Health and Addiction Services Waiver Manager. The Waiver Manager will review individuals on the waiting list on a monthly basis against current capacity.

Appendix B: Participant Access and Eligibility

B-3: Number of Individuals Served - Attachment #1 (4 of 4)

Answers provided in Appendix B-3-d indicate that you do not need to complete this section.

Appendix B: Participant Access and Eligibility

B-4: Eligibility Groups Served in the Waiver

a. 1. State Classification. The state is a (*select one*):

§1634 State

SSI Criteria State

209(b) State

2. Miller Trust State.

Indicate whether the state is a Miller Trust State (*select one*):

No

Yes

b. Medicaid Eligibility Groups Served in the Waiver. Individuals who receive services under this waiver are eligible under the following eligibility groups contained in the state plan. The state applies all applicable federal financial participation limits under the plan. *Check all that apply:*

Eligibility Groups Served in the Waiver (excluding the special home and community-based waiver group under 42 CFR

§435.217)

Low income families with children as provided in §1931 of the Act

SSI recipients

Aged, blind or disabled in 209(b) states who are eligible under 42 CFR §435.121

Optional state supplement recipients

Optional categorically needy aged and/or disabled individuals who have income at:

Select one:

100% of the Federal poverty level (FPL)

% of FPL, which is lower than 100% of FPL.

Specify percentage:

Working individuals with disabilities who buy into Medicaid (BBA working disabled group as provided in §1902(a)(10)(A)(ii)(XIII) of the Act)

Working individuals with disabilities who buy into Medicaid (TWWIA Basic Coverage Group as provided in §1902(a)(10)(A)(ii)(XV) of the Act)

Working individuals with disabilities who buy into Medicaid (TWWIA Medical Improvement Coverage Group as provided in §1902(a)(10)(A)(ii)(XVI) of the Act)

Disabled individuals age 18 or younger who would require an institutional level of care (TEFRA 134 eligibility group as provided in §1902(e)(3) of the Act)

Medically needy in 209(b) States (42 CFR §435.330)

Medically needy in 1634 States and SSI Criteria States (42 CFR §435.320, §435.322 and §435.324)

Other specified groups (include only statutory/regulatory reference to reflect the additional groups in the state plan that may receive services under this waiver)

Specify:

Persons defined as qualified severely impaired individuals in section 1619(b) and 1905(q) of the Social Security Act

Special home and community-based waiver group under 42 CFR §435.217) Note: When the special home and community-based waiver group under 42 CFR §435.217 is included, Appendix B-5 must be completed

No. The state does not furnish waiver services to individuals in the special home and community-based waiver group under 42 CFR §435.217. Appendix B-5 is not submitted.

Yes. The state furnishes waiver services to individuals in the special home and community-based waiver group under 42 CFR §435.217.

Select one and complete Appendix B-5.

All individuals in the special home and community-based waiver group under 42 CFR §435.217

Only the following groups of individuals in the special home and community-based waiver group under 42 CFR §435.217

Check each that applies:

A special income level equal to:

Select one:

300% of the SSI Federal Benefit Rate (FBR)

A percentage of FBR, which is lower than 300% (42 CFR §435.236)

Specify percentage:

A dollar amount which is lower than 300%.

Specify dollar amount:

Aged, blind and disabled individuals who meet requirements that are more restrictive than the SSI program (42 CFR §435.121)

Medically needy without spend down in states which also provide Medicaid to recipients of SSI (42 CFR §435.320, §435.322 and §435.324)

Medically needy without spend down in 209(b) States (42 CFR §435.330)

Aged and disabled individuals who have income at:

Select one:

100% of FPL

% of FPL, which is lower than 100%.

Specify percentage amount:

Other specified groups (include only statutory/regulatory reference to reflect the additional groups in the state plan that may receive services under this waiver)

Specify:

Appendix B: Participant Access and Eligibility

B-5: Post-Eligibility Treatment of Income (1 of 7)

In accordance with 42 CFR §441.303(e), Appendix B-5 must be completed when the state furnishes waiver services to individuals in the special home and community-based waiver group under 42 CFR §435.217, as indicated in Appendix B-4. Post-eligibility applies only to the 42 CFR §435.217 group.

a. Use of Spousal Impoverishment Rules. Indicate whether spousal impoverishment rules are used to determine eligibility for the special home and community-based waiver group under 42 CFR §435.217:

Note: For the period beginning January 1, 2014 and extending through September 30, 2019 (or other date as required by law), the following instructions are mandatory. The following box should be checked for all waivers that furnish waiver services to the 42 CFR §435.217 group effective at any point during this time period.

Spousal impoverishment rules under §1924 of the Act are used to determine the eligibility of individuals with a community spouse for the special home and community-based waiver group. In the case of a participant with a community spouse, the state uses spousal post-eligibility rules under §1924 of the Act.

Complete Items B-5-e (if the selection for B-4-a-i is SSI State or §1634) or B-5-f (if the selection for B-4-a-i is 209b State) and Item B-5-g unless the state indicates that it also uses spousal post-eligibility rules for the time periods before January 1, 2014 or after September 30, 2019 (or other date as required by law).

Note: The following selections apply for the time periods before January 1, 2014 or after September 30, 2019 (or other date as required by law) (select one).

Spousal impoverishment rules under §1924 of the Act are used to determine the eligibility of individuals with a community spouse for the special home and community-based waiver group.

In the case of a participant with a community spouse, the state elects to (*select one*):

Use spousal post-eligibility rules under §1924 of the Act.

(Complete Item B-5-c (209b State) and Item B-5-d)

Use regular post-eligibility rules under 42 CFR §435.726 (SSI State) or under §435.735 (209b State)

(Complete Item B-5-c (209b State). Do not complete Item B-5-d)

Spousal impoverishment rules under §1924 of the Act are not used to determine eligibility of individuals with a community spouse for the special home and community-based waiver group. The state uses regular post-eligibility rules for individuals with a community spouse.

(Complete Item B-5-c (209b State). Do not complete Item B-5-d)

Appendix B: Participant Access and Eligibility

B-5: Post-Eligibility Treatment of Income (2 of 7)

Note: The following selections apply for the time periods before January 1, 2014 or after December 31, 2018.

b. Regular Post-Eligibility Treatment of Income: SSI State.

Answers provided in Appendix B-4 indicate that you do not need to complete this section and therefore this section is not visible.

Appendix B: Participant Access and Eligibility

B-5: Post-Eligibility Treatment of Income (3 of 7)

Note: The following selections apply for the time periods before January 1, 2014 or after December 31, 2018.

c. Regular Post-Eligibility Treatment of Income: 209(B) State.

The state uses more restrictive eligibility requirements than SSI and uses the post-eligibility rules at 42 CFR 435.735 for individuals who do not have a spouse or have a spouse who is not a community spouse as specified in §1924 of the Act. Payment for home and community-based waiver services is reduced by the amount remaining after deducting the following amounts and expenses from the waiver participant's income:

i. Allowance for the needs of the waiver participant (select one):

The following standard included under the state plan

(select one):

The following standard under 42 CFR §435.121

Specify:

Optional state supplement standard

Medically needy income standard

The special income level for institutionalized persons

(select one):

300% of the SSI Federal Benefit Rate (FBR)

A percentage of the FBR, which is less than 300%

Specify percentage:

A dollar amount which is less than 300%.

Specify dollar amount:

A percentage of the Federal poverty level

Specify percentage:

Other standard included under the state Plan

Specify:

The following dollar amount

Specify dollar amount: If this amount changes, this item will be revised.

The following formula is used to determine the needs allowance:

Specify:

Other

Specify:

200 percent of the Federal poverty level

ii. Allowance for the spouse only (select one):

Not Applicable

The state provides an allowance for a spouse who does not meet the definition of a community spouse in §1924 of the Act. Describe the circumstances under which this allowance is provided:

Specify:

Specify the amount of the allowance (select one):

The following standard under 42 CFR §435.121

Specify:

Optional state supplement standard

Medically needy income standard

The following dollar amount:

Specify dollar amount: If this amount changes, this item will be revised.

The amount is determined using the following formula:

Specify:

iii. Allowance for the family (select one):

Not Applicable (see instructions)

AFDC need standard

Medically needy income standard

The following dollar amount:

Specify dollar amount: The amount specified cannot exceed the higher of the need standard for a family of the same size used to determine eligibility under the State's approved AFDC plan or the medically needy income standard established under 42 CFR §435.811 for a family of the same size. If this amount changes, this item will be revised.

The amount is determined using the following formula:

Specify:

Other

Specify:

iv. Amounts for incurred medical or remedial care expenses not subject to payment by a third party, specified in 42 §CFR 435.726:

- a. Health insurance premiums, deductibles and co-insurance charges
- b. Necessary medical or remedial care expenses recognized under state law but not covered under the state's Medicaid plan, subject to reasonable limits that the state may establish on the amounts of these expenses.

Select one:

Not Applicable (see instructions)*Note: If the state protects the maximum amount for the waiver participant, not applicable must be selected.*

The state does not establish reasonable limits.

The state establishes the following reasonable limits

Specify:

Appendix B: Participant Access and Eligibility

B-5: Post-Eligibility Treatment of Income (4 of 7)

Note: The following selections apply for the time periods before January 1, 2014 or after December 31, 2018.

d. Post-Eligibility Treatment of Income Using Spousal Impoverishment Rules

The state uses the post-eligibility rules of §1924(d) of the Act (spousal impoverishment protection) to determine the contribution of a participant with a community spouse toward the cost of home and community-based care if it determines the individual's eligibility under §1924 of the Act. There is deducted from the participant's monthly income a personal needs allowance (as specified below), a community spouse's allowance and a family allowance as specified in the state Medicaid Plan. The state must also protect amounts for incurred expenses for medical or remedial care (as specified below).

i. Allowance for the personal needs of the waiver participant

(select one):

SSI standard

Optional state supplement standard

Medically needy income standard

The special income level for institutionalized persons

A percentage of the Federal poverty level

Specify percentage:

The following dollar amount:

Specify dollar amount: If this amount changes, this item will be revised

The following formula is used to determine the needs allowance:

Specify formula:

Other

Specify:

ii. If the allowance for the personal needs of a waiver participant with a community spouse is different from the amount used for the individual's maintenance allowance under 42 CFR §435.726 or 42 CFR §435.735, explain why this amount is reasonable to meet the individual's maintenance needs in the community.

Select one:

Allowance is the same

Allowance is different.

Explanation of difference:

iii. Amounts for incurred medical or remedial care expenses not subject to payment by a third party, specified in 42 CFR §435.726:

a. Health insurance premiums, deductibles and co-insurance charges

- b. Necessary medical or remedial care expenses recognized under state law but not covered under the state's Medicaid plan, subject to reasonable limits that the state may establish on the amounts of these expenses.

Select one:

Not Applicable (see instructions)*Note: If the state protects the maximum amount for the waiver participant, not applicable must be selected.*

The state does not establish reasonable limits.

The state uses the same reasonable limits as are used for regular (non-spousal) post-eligibility.

Appendix B: Participant Access and Eligibility

B-5: Post-Eligibility Treatment of Income (5 of 7)

Note: The following selections apply for the five-year period beginning January 1, 2014.

e. Regular Post-Eligibility Treatment of Income: SSI State or §1634 State - 2014 through 2018.

Answers provided in Appendix B-4 indicate that you do not need to complete this section and therefore this section is not visible.

Appendix B: Participant Access and Eligibility

B-5: Post-Eligibility Treatment of Income (6 of 7)

Note: The following selections apply for the five-year period beginning January 1, 2014.

f. Regular Post-Eligibility Treatment of Income: 209(B) State - 2014 through 2018.

Answers provided in Appendix B-5-a indicate the selections in B-5-c also apply to B-5-f.

Appendix B: Participant Access and Eligibility

B-5: Post-Eligibility Treatment of Income (7 of 7)

Note: The following selections apply for the five-year period beginning January 1, 2014.

g. Post-Eligibility Treatment of Income Using Spousal Impoverishment Rules - 2014 through 2018.

The state uses the post-eligibility rules of §1924(d) of the Act (spousal impoverishment protection) to determine the contribution of a participant with a community spouse toward the cost of home and community-based care. There is deducted from the participant's monthly income a personal needs allowance (as specified below), a community spouse's allowance and a family allowance as specified in the state Medicaid Plan. The state must also protect amounts for incurred expenses for medical or remedial care (as specified below).

Answers provided in Appendix B-5-a indicate the selections in B-5-d also apply to B-5-g.

Appendix B: Participant Access and Eligibility

B-6: Evaluation/Reevaluation of Level of Care

As specified in 42 CFR §441.302(c), the state provides for an evaluation (and periodic reevaluations) of the need for the level(s) of care specified for this waiver, when there is a reasonable indication that an individual may need such services in the near future (one month or less), but for the availability of home and community-based waiver services.

- a. Reasonable Indication of Need for Services.** In order for an individual to be determined to need waiver services, an individual must require: (a) the provision of at least one waiver service, as documented in the service plan, and (b) the provision of waiver services at least monthly or, if the need for services is less than monthly, the participant requires regular monthly monitoring which must be documented in the service plan. Specify the state's policies concerning the reasonable indication of the need for services:

i. Minimum number of services.

The minimum number of waiver services (one or more) that an individual must require in order to be determined to need waiver services is:

ii. Frequency of services. The state requires (select one):

The provision of waiver services at least monthly

Monthly monitoring of the individual when services are furnished on a less than monthly basis

If the state also requires a minimum frequency for the provision of waiver services other than monthly (e.g., quarterly), specify the frequency:

A minimum of one qualifying Mental Health Waiver service must be provided at least monthly. A qualified waiver service is defined as Community Support Program, Recovery Assistant, Transitional Case Management, Peer Support or Assisted Living Services (ALSA).

b. Responsibility for Performing Evaluations and Reevaluations. Level of care evaluations and reevaluations are performed (*select one*):

Directly by the Medicaid agency

By the operating agency specified in Appendix A

By a government agency under contract with the Medicaid agency.

Specify the entity:

Other

Specify:

c. Qualifications of Individuals Performing Initial Evaluation: Per 42 CFR §441.303(c)(1), specify the educational/professional qualifications of individuals who perform the initial evaluation of level of care for waiver applicants:

A Community Support Clinician will perform the NF Level of Care evaluation. Determination whether the individual meets the Criteria for Serious Mental Illness will be performed by a Community Support Clinician (CSC) with at least three years mental health experience. A CSC is a licensed, or license eligible, mental health professional such as registered nurses, psychologist, clinical social worker, professional counselor, marriage and family therapist and psychiatrist. CSCs without the requisite three years experience will be supervised by licensed mental health professionals who meet the experience requirement.

d. Level of Care Criteria. Fully specify the level of care criteria that are used to evaluate and reevaluate whether an individual needs services through the waiver and that serve as the basis of the state's level of care instrument/tool. Specify the level of care instrument/tool that is employed. State laws, regulations, and policies concerning level of care criteria and the level of care instrument/tool are available to CMS upon request through the Medicaid agency or the operating agency (if applicable), including the instrument/tool utilized.

The Community Support Clinician will conduct level of care assessments to evaluate whether an individual needs nursing facility care. The level of care assessment will be based on information obtained from the individual, medical reports from his or her physician(s) and any other clinical personnel who are familiar with the individual's case and history. The Community Support Clinician will use form W-1506 "Level of Care Screening" to determine nursing facility level of care. Nursing Facility Level of Care is defined as an individual requiring assistance with three or more critical needs. There are a total of seven critical needs that qualify for NF LOC: bathing, dressing, toileting, and transferring, eating/feeding, meal preparation, and medication administration. Additionally, cognitive status and behavioral problems are part of the health screen. Applicants with four (4) or more cognitive deficits and behavioral challenges may qualify for the waiver with two critical needs in addition to the cognitive deficits and behavioral challenges. Cognitive deficits may include: orientation, concentration, abstract reasoning, comprehension, planning, judgment, attention, and memory.

e. Level of Care Instrument(s). Per 42 CFR §441.303(c)(2), indicate whether the instrument/tool used to evaluate level of care for the waiver differs from the instrument/tool used to evaluate institutional level of care (*select one*):

The same instrument is used in determining the level of care for the waiver and for institutional care under the state Plan.

A different instrument is used to determine the level of care for the waiver than for institutional care under the state plan.

Describe how and why this instrument differs from the form used to evaluate institutional level of care and explain how the outcome of the determination is reliable, valid, and fully comparable.

In addition to the information contained in the W-1506, further information is required for the department to authorize Medicaid payment for nursing facility level of care. Community Support Clinicians also complete a comprehensive skills assessment and psycho social assessment and history. The skills assessment explores an array of functional domains including personal care, independent living skills, safety, interpersonal communication skills, health awareness, coping skills and cognitive functioning.

f. Process for Level of Care Evaluation/Reevaluation: Per 42 CFR §441.303(c)(1), describe the process for evaluating waiver applicants for their need for the level of care under the waiver. If the reevaluation process differs from the evaluation process, describe the differences:

For the purpose of determining level of care, the Community Support Clinician, who is a licensed, or license eligible, mental health professional, will perform the NF Level of Care evaluation of each applicant. Information gathered for the evaluation/re-evaluation of care is derived from a face to face interview and includes a thorough assessment of the client's individual circumstances. The Level of Care outcome form will be used to summarize the information and confirm the level of care. The reevaluation process is the same as the evaluation process.

g. Reevaluation Schedule. Per 42 CFR §441.303(c)(4), reevaluations of the level of care required by a participant are conducted no less frequently than annually according to the following schedule (*select one*):

Every three months

Every six months

Every twelve months

Other schedule

Specify the other schedule:

h. Qualifications of Individuals Who Perform Reevaluations. Specify the qualifications of individuals who perform reevaluations (*select one*):

The qualifications of individuals who perform reevaluations are the same as individuals who perform initial evaluations.

The qualifications are different.

Specify the qualifications:

i. Procedures to Ensure Timely Reevaluations. Per 42 CFR §441.303(c)(4), specify the procedures that the state employs to ensure timely reevaluations of level of care (*specify*):

Community Support Clinicians will perform the re-evaluation on an annual basis or more frequently if necessary. DMHAS will use an electronic tracking system in which the evaluation and Recovery Plan review dates are logged. This system will prompt Community Support Clinicians when Recovery Plans are due.

j. Maintenance of Evaluation/Reevaluation Records. Per 42 CFR §441.303(c)(3), the state assures that written and/or electronically retrievable documentation of all evaluations and reevaluations are maintained for a minimum period of 3 years as required in 45 CFR §92.42. Specify the location(s) where records of evaluations and reevaluations of level of care are maintained:

Written or electronic copies of the evaluations, re-evaluations and Recovery Plans will be maintained by DMHAS in conformance with 42CFR 441.303c(3) and 45 CFR 74.53.

Appendix B: Evaluation/Reevaluation of Level of Care

Quality Improvement: Level of Care

As a distinct component of the States quality improvement strategy, provide information in the following fields to detail the States methods for discovery and remediation.

a. Methods for Discovery: Level of Care Assurance/Sub-assurances

The state demonstrates that it implements the processes and instrument(s) specified in its approved waiver for evaluating/reevaluating an applicant's/waiver participant's level of care consistent with level of care provided in a hospital, NF or ICF/IID.

i. Sub-Assurances:

a. Sub-assurance: *An evaluation for LOC is provided to all applicants for whom there is reasonable indication that services may be needed in the future.*

Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

Performance Measure:

Number of individuals who received an initial level of care determination indicating need for institutional level of care, divided by number of individuals for whom there is reasonable indication that services may be needed in the future

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for	Frequency of data	Sampling Approach
-----------------------	-------------------	-------------------

data collection/generation <i>(check each that applies):</i>	collection/generation <i>(check each that applies):</i>	<i>(check each that applies):</i>
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text"/>
Other Specify: <input type="text" value="Contracted entity"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis <i>(check each that applies):</i>	Frequency of data aggregation and analysis <i>(check each that applies):</i>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify:	Annually

Responsible Party for data aggregation and analysis (<i>check each that applies</i>):	Frequency of data aggregation and analysis (<i>check each that applies</i>):
<input type="text"/>	
	Continuously and Ongoing
	Other Specify: <input type="text"/>

b. Sub-assurance: The levels of care of enrolled participants are reevaluated at least annually or as specified in the approved waiver.

Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

c. Sub-assurance: The processes and instruments described in the approved waiver are applied appropriately and according to the approved description to determine participant level of care.

Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

Performance Measure:

Number of LOC determinations completed using the approved processes, divided by the number of LOC determinations completed by a Community Support Clinician

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation	Frequency of data collection/generation (<i>check each that applies</i>):	Sampling Approach (<i>check each that applies</i>):
---	---	---

<i>(check each that applies):</i>		
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text"/>
Other Specify: <input type="text" value="Contracted entity"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input type="text"/>	Annually

Responsible Party for data aggregation and analysis <i>(check each that applies):</i>	Frequency of data aggregation and analysis <i>(check each that applies):</i>
	Continuously and Ongoing
	Other Specify: <input type="text"/>

Performance Measure:

Number of LOC determinations completed using the approved tools, divided by the number of LOC determinations completed by a Community Support Clinician

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation <i>(check each that applies):</i>	Frequency of data collection/generation <i>(check each that applies):</i>	Sampling Approach <i>(check each that applies):</i>
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text" value="95%"/>
Other Specify: <input type="text" value="Contracted entity"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify:	

	<input style="width: 80%; height: 30px;" type="text"/>	
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Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (<i>check each that applies</i>):	Frequency of data aggregation and analysis(<i>check each that applies</i>):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input style="width: 100%; height: 30px;" type="text"/>	Annually
	Continuously and Ongoing
	Other Specify: <input style="width: 100%; height: 30px;" type="text"/>

- ii. If applicable, in the textbox below provide any necessary additional information on the strategies employed by the State to discover/identify problems/issues within the waiver program, including frequency and parties responsible.

LOC determination is determined by Community Support Clinicians using standardized assessment tools and documented using W-1506 screening form. All initial screening tools are submitted to the State Medicaid agency for review and authorization prior to provision of services. DMHAS or FI reviews all records to ensure timeliness and appropriateness of all tools used.

b. Methods for Remediation/Fixing Individual Problems

- i. Describe the States method for addressing individual problems as they are discovered. Include information regarding responsible parties and GENERAL methods for problem correction. In addition, provide information on the methods used by the state to document these items.

The MH Waiver Manager or designated staff notifies the Community Support Clinicians in writing of findings from individual initial enrollment document reviews and record audits. Corrective actions are completed by the Community Support Clinicians within 30 days and results reported back to the Waiver Manager. If action is not corrected, staff performing LOC will be retrained on timeframes and/or LOC instrument.

- ii. **Remediation Data Aggregation**
Remediation-related Data Aggregation and Analysis (including trend identification)

Responsible Party <i>(check each that applies):</i>	Frequency of data aggregation and analysis <i>(check each that applies):</i>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input data-bbox="320 524 794 568" type="text" value="Fiscal Intermediary"/>	Annually
	Continuously and Ongoing
	Other Specify: <input data-bbox="866 763 1339 846" type="text"/>

c. Timelines

When the State does not have all elements of the Quality Improvement Strategy in place, provide timelines to design methods for discovery and remediation related to the assurance of Level of Care that are currently non-operational.

No

Yes

Please provide a detailed strategy for assuring Level of Care, the specific timeline for implementing identified strategies, and the parties responsible for its operation.

Appendix B: Participant Access and Eligibility

B-7: Freedom of Choice

Freedom of Choice. As provided in 42 CFR §441.302(d), when an individual is determined to be likely to require a level of care for this waiver, the individual or his or her legal representative is:

- i. informed of any feasible alternatives under the waiver; and
- ii. given the choice of either institutional or home and community-based services.

a. Procedures. Specify the state's procedures for informing eligible individuals (or their legal representatives) of the feasible alternatives available under the waiver and allowing these individuals to choose either institutional or waiver services. Identify the form(s) that are employed to document freedom of choice. The form or forms are available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

At the time of the screening for eligibility to participate in the Waiver, the Community Support Clinician informs the potential participant of his or her option of receiving services in a nursing facility or through the Waiver. The individual is also advised of his/her rights to a Fair Hearing. This is documented on an Informed Consent form. This form will be maintained by the Community Support Clinician in the participant's case file as well as in the electronic record.

b. Maintenance of Forms. Per 45 CFR §92.42, written copies or electronically retrievable facsimiles of Freedom of Choice forms are maintained for a minimum of three years. Specify the locations where copies of these forms are maintained.

Written copies or electronic facsimiles of the Informed Consent forms documenting freedom of choice will be maintained by DMHAS in the participant's case file for a minimum period of 3 years as required by 45 CFR 74.53.

Appendix B: Participant Access and Eligibility

B-8: Access to Services by Limited English Proficiency Persons

Access to Services by Limited English Proficient Persons. Specify the methods that the state uses to provide meaningful access to the waiver by Limited English Proficient persons in accordance with the Department of Health and Human Services "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" (68 FR 47311 - August 8, 2003):

Potential and active waiver participants with limited fluency in English will have access to services without undue hardship. The Community Support Clinicians will make arrangements to provide interpretation or translation services to potential and active waiver participants who need them. This will be accomplished through the use of bi-lingual staff and or purchasing/contracting for interpreters. Non-English speaking Waiver applicants/participants may bring an interpreter of their choice with them to the evaluation and Recovery Planning meetings. They will not be required to bring their own interpreter. No person will be denied access to the waiver on the basis of English proficiency.

Appendix C: Participant Services

C-1: Summary of Services Covered (1 of 2)

a. Waiver Services Summary. List the services that are furnished under the waiver in the following table. If case management is not a service under the waiver, complete items C-1-b and C-1-c:

Service Type	Service		
Statutory Service	Adult Day Health		
Statutory Service	Community Support		
Statutory Service	Supported Employment		
Other Service	Assisted Living		
Other Service	Assistive Technology		
Other Service	Brief Episode Stabilization		
Other Service	Chore Services		
Other Service	Home Accessibility Adaptations		
Other Service	Home Delivered Meals		
Other Service	Interpreter		
Other Service	Mental Health Counseling		
Other Service	Non-medical transportation		
Other Service	Overnight Recovery Assistant		
Other Service	Peer Supports		
Other Service	Personal Emergency Response Systems		
Other Service	Recovery Assistant		
Other Service	Specialized Medical Equipment		
Other Service	Transitional Case Management		

Appendix C: Participant Services

C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

Service Type:

Statutory Service

Service:

Adult Day Health

Alternate Service Title (if any):

HCBS Taxonomy:

Category 1:

Sub-Category 1:

Category 2:

Sub-Category 2:

Category 3:

Sub-Category 3:

Category 4:

Sub-Category 4:

Complete this part for a renewal application or a new waiver that replaces an existing waiver. Select one :

Service is included in approved waiver. There is no change in service specifications.

Service is included in approved waiver. The service specifications have been modified.

Service is not included in the approved waiver.

Service Definition (Scope):

The service is provided 4 or more hours per day on a regularly scheduled basis for one or more days per week, or as specified in the service plan, in a non-institutional, community-based setting and shall encompass both health and social services needed to ensure the optimal functioning of the participant. Transportation to and from the center is included in the service definition and in the rate structure. Meals provided as part of these services shall not constitute a full nutritional regimen. Claims will be denied by any Adult Day Health provider attempting to bill for transportation procedure codes. These procedure codes are not included on the Adult Day Health fee schedule and will be denied as edits are built into the claim processing system to prevent duplicative transportation services for Adult Day Health from occurring.

Services Covered and Limitations

A program nurse shall be available on site for not less than fifty percent of each operating day. The program nurse shall be a registered nurse, except that a program nurse may be a licensed practical nurse if the program nurse is supervised by a registered nurse who can be reached by telephone at any time during the operating day and who can be called to the center if needed within one half hour of the request. The program nurse is responsible for administering medications as needed and assuring that the participant's nursing services are coordinated with other services provided in the adult day health center, health and social services currently received at home or provided by existing community health agencies and personal physicians.

Assistance with ADL needs shall be provided as specified in the individual plan of care, including but not limited to, bathing and transferring. Facilities for bathing are available as part of the physical plant.

Ongoing training shall be available to the staff on a regular basis including, but not be limited to, orientation to key specialty areas such as physical therapy, occupational therapy, speech therapy and training in techniques for recognizing when to arrange or refer clients for such services; and individual therapeutic and rehabilitation services shall be coordinated by the center as specified in the individual plan of care including but not limited to, physical therapy, occupational therapy and speech therapy.

To be considered a Medical Model the provider shall provide the above services and have nursing available the entire day. Additionally the center shall have the capacity to provide therapeutic and rehabilitation services on site. This requirement shall not preclude the provider of adult day health services from also arranging to provide therapeutic and rehabilitation services at other locations in order to meet needs of individual clients.

Payment for adult day services shall include the costs of transportation, meals and all other required services except for individual therapeutic and rehabilitation services. Individual therapeutic and rehabilitation services are provided as part of state plan services and may be billed accordingly.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

May be provided up to seven times per week.

Service Delivery Method *(check each that applies):*

Participant-directed as specified in Appendix E

Provider managed

Specify whether the service may be provided by *(check each that applies):*

Legally Responsible Person

Relative

Legal Guardian

Provider Specifications:

Provider Category	Provider Type Title
Agency	Provider agency

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Statutory Service
Service Name: Adult Day Health

Provider Category:

Agency

Provider Type:

Provider agency

Provider Qualifications

License (specify):

Providers of Adult Day Health services shall meet all applicable federal, state and local requirements including zoning, licensing, sanitation, fire and safety requirements provide, at a minimum, nursing consultation services, social work services, nutritionally balanced meals to meet specialized dietary needs as prescribed by health care personnel, personal care services, recreational therapy and transportation services for individuals to and from their homes; provide adequate personnel to operate the program including: a full-time program administrator; nursing consultation during the full operating day by a Registered Nurse (RN) licensed in the state of Connecticut; and the direct care staff-to-participant ratio shall be a minimum of one to seven. Staffing shall be adequate to meet the needs of the client base. Volunteers shall be included in the ratio only when they conform to the same standards and requirements as paid staff.

In order to be a provider of services to department clients, any facility located and operating within the state of Connecticut or located and operating outside the state of Connecticut, in a bordering state, shall be certified by the Connecticut Association of Adult Day Centers Incorporated, its successor agency or a department designee.

A facility (center) located and operating outside the state of Connecticut in a bordering state shall be licensed or certified by its respective state and comply at all times with all pertinent licensure or certification requirements in addition to the approved standards for certification by the department.

Certified facilities (centers) shall be in compliance with all applicable requirements in order to continue providing services to department clients. The failure to comply with any applicable requirements shall be grounds for the termination of its certification and participation as a department service provider.

Certificate (specify):

Certification required by the Adult Day Care Association of CT. Certification is for 3 years.

Other Standard (specify):

n/a

Verification of Provider Qualifications

Entity Responsible for Verification:

The Fiscal Intermediary under contract to DSS and DMHAS enrolling the provider must ensure that the Day Care Program is certified by the association.

Frequency of Verification:

At start of service and every two years

Appendix C: Participant Services

C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

Service Type:

Statutory Service

Service:

Psychosocial Rehabilitation

Alternate Service Title (if any):

Community Support

HCBS Taxonomy:

Category 1:

Sub-Category 1:

Category 2:

Sub-Category 2:

Category 3:

Sub-Category 3:

Category 4:

Sub-Category 4:

Complete this part for a renewal application or a new waiver that replaces an existing waiver. Select one :

Service is included in approved waiver. There is no change in service specifications.

Service is included in approved waiver. The service specifications have been modified.

Service is not included in the approved waiver.

Service Definition (Scope):

Community Support Program (CSP) consist of mental health and substance abuse rehabilitation services and supports necessary to assist the individual in achieving and maintaining the highest degree of independent functioning. The service utilizes a team approach to provide intensive, rehabilitative community support, crisis intervention, group and individual psycho-education, and skill building for activities of daily living. CSP includes a comprehensive array of rehabilitation services most of which are provided in non-office settings by a mobile team. Services are focused on skill building with a goal of maximizing independence. Interventions include skill building and support for activities of daily living and self care skills; activities directed at reducing disability, restoring functioning, increasing participation in social, interpersonal, family or community activities; teaching recovery skills in order to prevent relapse; development of self-advocacy skills; and health and wellness education. Community-based treatment enables the team to become intimately familiar with the participants surroundings, strengths and challenges, and to assist the participant in learning skills applicable to his/her living environment. The team services and interventions are highly individualized and tailored to the needs and preferences of the individual.

CSP is more intensive than Peer Support. Compared with Peer Support, CSP provides more concentrated and frequent rehabilitative services and supports.

Community Support Program (CSP) interventions will exclude activities that are duplicative of Supported Employment services.

Community Support is subject to service volume (number of ¼ hours service units per day and/or week) and duration (number of months or specified service end date) limits established in the waiver Recovery Plan approved by DMHAS and DSS.

Therapeutic and rehab services for behavioral health under the state plan are primarily provided in clinic settings. The Community Support Service is home and community based unlike the state plan services and facilitates the generalizing of skills learned in the clinic setting into day to day activities in the community.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Service is limited to no more than 24 hours in a day and is subject to approved cost cap

Service Delivery Method *(check each that applies):*

Participant-directed as specified in Appendix E

Provider managed

Specify whether the service may be provided by *(check each that applies):*

Legally Responsible Person

Relative

Legal Guardian

Provider Specifications:

Provider Category	Provider Type Title
Agency	Provider Agency

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Statutory Service

Service Name: Community Support

Provider Category:

Agency

Provider Type:

Provider Agency

Provider Qualifications

License (specify):

Certificate (specify):

Commission on Accreditation of Rehabilitation Facilities (CARF), The Joint Commission (TJC), other accrediting body approved by DMHAS, or can demonstrate to the satisfaction of DMHAS that it is in the active process of becoming accredited by any of these approved entities.

Other Standard (specify):

CSP staff shall hold either a bachelor's degree in a behavioral health-related specialty (may include special education or rehabilitation) OR have two years experience in the provision of mental health services (may include special education and/or services to persons with developmental disabilities) OR be a Certified Peer Specialist.

A CSP provider must meet the State of Connecticut certification standards to provide CSP services as defined by the Department of Mental Health and Addiction Services (DMHAS).

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal Intermediary under contract to DSS and DMHAS

Frequency of Verification:

At start of service and at re-accreditation

Appendix C: Participant Services

C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

Service Type:

Statutory Service

Service:

Supported Employment

Alternate Service Title (if any):

Supported Employment

HCBS Taxonomy:

Category 1:

Sub-Category 1:

Category 2:

Sub-Category 2:

Category 3:

Sub-Category 3:

Category 4:

Sub-Category 4:

Complete this part for a renewal application or a new waiver that replaces an existing waiver. Select one :

Service is included in approved waiver. There is no change in service specifications.

Service is included in approved waiver. The service specifications have been modified.

Service is not included in the approved waiver.

Service Definition (Scope):

Supported employment services consists of intensive, ongoing supports that enable participants, for whom competitive employment at or above the minimum wage is unlikely absent the provision of supports, and who, because of their disabilities, need supports, to perform in a regular work setting. Supported employment may include assisting the participant to locate a job or develop a job on behalf of the participant. Supported employment is conducted in a variety of settings, particularly work sites where persons without disabilities are employed. Supported employment includes activities needed to sustain paid work by participants, including supervision and training. When supported employment services are provided at a work site where persons without disabilities are employed, payment is made only for the adaptations, supervision and training required by participants receiving waiver services as a result of their disabilities but does not include payment for the supervisory activities rendered as a normal part of the business setting.

Supported Employment is subject to service volume (number of ¼ hours service units per day and/or week) and duration (number of months or specified service end date) limits established in the waiver Recovery Plan approved by DMHAS and DSS.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Service Delivery Method (check each that applies):

Participant-directed as specified in Appendix E

Provider managed

Specify whether the service may be provided by (check each that applies):

Legally Responsible Person

Relative

Legal Guardian

Provider Specifications:

Provider Category	Provider Type Title
Agency	Agency Provider

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Statutory Service

Service Name: Supported Employment

Provider Category:

Agency

Provider Type:

Agency Provider

Provider Qualifications

License (*specify*):

Certificate (*specify*):

Commission on Accreditation of Rehabilitation Facilities (CARF), The Joint Commission (TJC), or meets general certification requirements set by DMHAS.

Other Standard (*specify*):

Meet the State of CT Standard to provide rehabilitation services for the Bureau of Rehabilitation Services (BRS), Department of Developmental Services (DDS), and Department of Mental Health and Addiction Services (DMHAS).

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal Intermediary under contract to DSS and DMHAS

Frequency of Verification:

At start of service or recertification

Appendix C: Participant Services

C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

Service Type:

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

Service Title:

Assisted Living

HCBS Taxonomy:

Category 1:

Sub-Category 1:

Category 2:

Sub-Category 2:

Category 3:

Sub-Category 3:

Category 4:

Sub-Category 4:

Complete this part for a renewal application or a new waiver that replaces an existing waiver. Select one :

Service is included in approved waiver. There is no change in service specifications.

Service is included in approved waiver. The service specifications have been modified.

Service is not included in the approved waiver.

Service Definition (Scope):

Personal care and services, homemaker, chore, attendant care, companion services, medication oversight (to the extent permitted under State law), therapeutic social and recreational programming, provided in a home-like environment in a licensed (where applicable) community care facility, provided to residents of the facility. This service includes 24 hour on site response staff to meet scheduled or unpredictable needs in a way that promotes maximum dignity and independence, and to provide supervision, safety and security. Other individuals or agencies may also furnish care directly, or under arrangement with the community care facility, but the care provided by these other entities supplements that provided by the community care facility and does not supplant it.

Participants will have access to all medically necessary HCBS waiver services, such as Community Support, Peer Supports and the Personal Emergency Response System that do not duplicate the supports provided by assisted living service providers. Nursing and skilled therapy services are incidental rather than integral to the provision of assisted living services. Payment is not made for 24 hour skilled care. Federal financial participation is not available for room and board, items of comfort or convenience, or the costs of facility maintenance, upkeep and improvement.

Personalized care is furnished to individuals who reside in their own living units (which may include dually occupied units when both occupants consent to the arrangement) which includes kitchenette and living rooms and which contain bedrooms and toilet facilities. The participant has a right to privacy. Each living unit is separate and distinct from each other. The facility must have a central dining room, living room or parlor, and common activity center(s)(which may also serve as living rooms or dining rooms). The participant retains the right to assume risk, tempered only by the individual's ability to assume responsibility for that risk. Care must be furnished in a way which fosters the independence of each consumer. Routines of care provision and service delivery must be participant-driven to the maximum extent possible, and treat each person with dignity and respect.

Recovery plans will be developed based on the individual's service needs. There are four levels of service provided in assisted living facilities based on the consumer's combined needs for personal care and nursing services. The four levels are occasional which is 1-3.75 hours per week of service, limited which is 4-8.75 hours per week of service, moderate which is 9-14.75 hours per week of service and extensive which is 15-25 hours per week of service. Level of service assigned depends upon the volume and extent of services needed by each individual and is not a limitation of service.

Assisted Living Services are provided under the waiver statewide in Private Assisted Living Facilities under CGS 17b-365 and in 17 state funded congregate and 4 HUD facilities under CGS 8-206e(e). Additionally, Assisted Living Services are provided in 4 demonstration sites under 19-13-D105 of the regulations of CT state agencies.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Service Delivery Method *(check each that applies):*

Participant-directed as specified in Appendix E

Provider managed

Specify whether the service may be provided by *(check each that applies):*

Legally Responsible Person

Relative

Legal Guardian

Provider Specifications:

Provider Category	Provider Type Title
Agency	Assisted Living Service Agency

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Other Service
Service Name: Assisted Living

Provider Category:

Provider Type:

Provider Qualifications**License** (*specify*):
Certificate (*specify*):
Other Standard (*specify*):
Verification of Provider Qualifications**Entity Responsible for Verification:**

Frequency of Verification:

Appendix C: Participant Services

C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

Service Type:

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

Service Title:

HCBS Taxonomy:

Category 1:

Sub-Category 1:

Category 2:

Sub-Category 2:

Category 3:

Sub-Category 3:

Category 4:

Sub-Category 4:

Complete this part for a renewal application or a new waiver that replaces an existing waiver. Select one :

Service is included in approved waiver. There is no change in service specifications.

Service is included in approved waiver. The service specifications have been modified.

Service is not included in the approved waiver.

Service Definition (*Scope*):

An item, piece of equipment, or product system, whether acquired commercially, modified, or customized, that is used to increase, maintain, monitor or improve functional capabilities of participants to perform Activity of Daily Living (ADL), or Instrumental Activities of Daily Living (IADL). Assistive technology service means a service that directly assists a participant in the selection, acquisition, or use of an assistive technology device.

A. Services consisting of purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices.

B. Services consisting of selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices.

C. Training or technical assistance for the participant or for the direct benefit of the participant receiving the service, and where appropriate, the family members, guardians, advocates or authorized representatives of the participants.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Care plans will be developed based on the needs identified in the comprehensive assessment. The cost of the Assistive Technology cannot exceed the yearly cost of the service it replaces. When an assistive technology device is identified that will support the waiver participant's independent functioning, the services will be reduced commensurate with the cost of the service it replaces. This reduction will be made with consideration of the waiver participant's health and safety needs. The service shall be capped at an annual cost of \$2,000.

Service Delivery Method (*check each that applies*):

Participant-directed as specified in Appendix E

Provider managed

Specify whether the service may be provided by (*check each that applies*):

Legally Responsible Person

Relative

Legal Guardian

Provider Specifications:

Provider Category	Provider Type Title
Agency	Provider Agency
Agency	Pharmacy

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Other Service
Service Name: Assistive Technology

Provider Category:

Agency

Provider Type:

Provider Agency

Provider Qualifications

License (specify):

For telemonitoring services must be a Home Health Agency licensed in the State of Connecticut as specified in Subsection (k) section 19a-490 of the Connecticut General Statutes.

Certificate (specify):

Other Standard (specify):

Medicaid provider status for assistive technology and supplies or agency that obtains Medicaid performing provider status

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal intermediary

Frequency of Verification:

At the initiation of service and every 2 years thereafter

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Other Service
Service Name: Assistive Technology

Provider Category:

Agency

Provider Type:

Pharmacy

Provider Qualifications

License (specify):

State of CT Department of Consumer Protection Pharmacy Practice Act: Regulations concerning practice of pharmacy Sec. 20-175-4-6-7

Certificate (*specify*):

Other Standard (*specify*):

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal intermediary

Frequency of Verification:

At the initiation of the service

Appendix C: Participant Services

C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

Service Type:

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

Service Title:

Brief Episode Stabilization

HCBS Taxonomy:

Category 1:

Sub-Category 1:

Category 2:

Sub-Category 2:

Category 3:

Sub-Category 3:

Category 4:

Sub-Category 4:

Complete this part for a renewal application or a new waiver that replaces an existing waiver. Select one :

Service is included in approved waiver. There is no change in service specifications.

Service is included in approved waiver. The service specifications have been modified.

Service is not included in the approved waiver.

Service Definition (Scope):

This service may be used to stabilize an individual following discharge from an institutional setting or to avert admission to this level of care. The service utilizes brief, concentrated interventions directed to stabilize psychiatric conditions, behavioral and situational problems, and to prevent escalation of psychiatric symptoms, and wherever possible to avoid the need for hospitalization or other more restrictive placement. Services and interventions are highly individualized and tailored to the needs and preferences of the participant, with the goal of maximizing independence and supporting recovery.

Brief Episode Stabilization services are provided to restore a participants ability to manage his or her illness and their ability to utilize treatment. These services are designed to restore prior functional level and reduce the likelihood of crisis recurrence. Interventions include practical problem-solving advice and assistance designed to address and remediate the antecedent causes of an emerging psychiatric or behavioral crisis; or to manage stressors related to exacerbation of ongoing medical conditions.

Services would take place in the participants home or in other community (non-residential) settings. This intervention typically takes place in 4 to 8 hour blocks of time, and might last up to 24 or 48 hours. If the individual cannot be stabilized within this time period, a more intensive intervention is usually needed.

Brief Episode Stabilization is subject to service volume (number of ¼ hours service units per day and/or week) and duration (number of months or specified service end date) limits established in the waiver Recovery Plan approved by DMHAS and DSS.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Service Delivery Method (check each that applies):

Participant-directed as specified in Appendix E

Provider managed

Specify whether the service may be provided by (check each that applies):

Legally Responsible Person

Relative

Legal Guardian

Provider Specifications:

Provider Category	Provider Type Title
Agency	Provider Agency

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Other Service

Service Name: Brief Episode Stabilization

Provider Category:

Agency

Provider Type:

Provider Agency

Provider Qualifications

License (specify):

Certificate (specify):

Commission on Accreditation of Rehabilitation Facilities (CARF), The Joint Commission (TJC) or other accrediting body approved by DMHAS, or is a DMHAS designated Local Mental Health Authority (LMHA), or is a contracted affiliate of an LMHA, or certified Waiver service provider.

Other Standard (specify):

Brief episode stabilization staff shall have two years experience in the provision of mental health services (may include special education and/or services to persons with developmental disabilities)

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal Intermediary under contract to DSS and DMHAS

Frequency of Verification:

At start of service and at recertification

Appendix C: Participant Services

C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

Service Type:

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

Service Title:

Chore Services

HCBS Taxonomy:

Category 1:

08 Home-Based Services

Sub-Category 1:

08060 chore

Category 2:

Sub-Category 2:

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Category 3:

Sub-Category 3:

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Category 4:

Sub-Category 4:

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Complete this part for a renewal application or a new waiver that replaces an existing waiver. Select one :

Service is included in approved waiver. There is no change in service specifications.

Service is included in approved waiver. The service specifications have been modified.

Service is not included in the approved waiver.

Service Definition (Scope):

Services needed to return the home to a clean, sanitary and safe environment. This service includes heavy household chores such as washing floors, windows and walls, tacking down loose rugs and tiles, moving heavy items of furniture in order to provide safe access and egress. These services will be provided only in cases where neither the individual, nor anyone else in the household, is capable of performing or financially providing for them, and where no other relative, caregiver, landlord, community/volunteer agency, or third party payor is capable of or responsible for their provision. In the case of rental property, the responsibility of the landlord, pursuant to the lease agreement, will be examined prior to any authorization of service.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

When an individual requires one-time only unique or specialized services in order to maintain a healthy and safe environment, they may receive highly skilled chore services which include but are not limited to moving, extensive cleaning or extermination services. Highly skilled chore services are subject to prior authorization by the department and must fit within the established annual cost cap. Requests for highly skilled core services do not have a defined maximum allowable amount and are approved on an "as needed" basis.

Service Delivery Method (check each that applies):

Participant-directed as specified in Appendix E

Provider managed

Specify whether the service may be provided by (check each that applies):

Legally Responsible Person

Relative

Legal Guardian

Provider Specifications:

Provider Category	Provider Type Title
Agency	Provider Agency

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Other Service

Service Name: Chore Services

Provider Category:

Agency

Provider Type:

Provider Agency

Provider Qualifications

License (specify):

Certificate (specify):

Other Standard (specify):

If provider is a homemaker/companion/chore agency, they must be registered with the Department of Consumer Protection. Chore services providers shall demonstrate the ability to meet the needs of the individual seeking services.

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal intermediary

Frequency of Verification:

At start of service and at recertification

Appendix C: Participant Services

C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

Service Type:

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

Service Title:

Home Accessibility Adaptations

HCBS Taxonomy:

Category 1:

Sub-Category 1:

Category 2:

Sub-Category 2:

Category 3:

Sub-Category 3:

Category 4:

Sub-Category 4:

Complete this part for a renewal application or a new waiver that replaces an existing waiver. Select one :

Service is included in approved waiver. There is no change in service specifications.

Service is included in approved waiver. The service specifications have been modified.

Service is not included in the approved waiver.

Service Definition (Scope):

Those physical adaptations to the private residence of the participant or the participants family, required by the participant's service plan, that are necessary to ensure the health, welfare and safety of the participant or that enable the participant to function with greater independence in the home. Such adaptations include the installation of ramps and grab-bars, widening of doorways, modification of bathroom facilities, or the installation of specialized electric and plumbing systems that are necessary to accommodate the medical equipment and supplies that are necessary for the welfare of the participant. Excluded are those adaptations or improvements to the home that are of general utility, and are not of direct medical or remedial benefit to the participant. Adaptations that add to the total square footage of the home are excluded from this benefit except when necessary to complete an adaptation (e.g., in order to improve entrance/egress to a residence or to configure a bathroom to accommodate a wheelchair).

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

This service will be limited to \$10,000 per Waiver participant annually and subject to prior authorization. Home accessibility adaptations may not be furnished to adapt living arrangements that are owned or leased by providers of waiver services.

Service Delivery Method (check each that applies):

Participant-directed as specified in Appendix E

Provider managed

Specify whether the service may be provided by (check each that applies):

Legally Responsible Person

Relative

Legal Guardian

Provider Specifications:

Provider Category	Provider Type Title
Agency	Private contractor/business

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Other Service

Service Name: Home Accessibility Adaptations

Provider Category:

Agency

Provider Type:

Private contractor/business

Provider Qualifications

License *(specify):*

Certificate *(specify):*

Other Standard *(specify):*

Meet the State of CT Standard to provide Environmental Accessibility Adaptations through BRS and Home Improvement Registration by the Department of Consumer Protection; Adheres to State/Local Building Codes

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal Intermediary under contract to DSS and DMHAS

Frequency of Verification:

At time of service

Appendix C: Participant Services

C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

Service Type:

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

Service Title:

Home Delivered Meals

HCBS Taxonomy:

Category 1:

Sub-Category 1:

Category 2:

Sub-Category 2:

Category 3:

Sub-Category 3:

Category 4:

Sub-Category 4:

Complete this part for a renewal application or a new waiver that replaces an existing waiver. Select one :

Service is included in approved waiver. There is no change in service specifications.

Service is included in approved waiver. The service specifications have been modified.

Service is not included in the approved waiver.

Service Definition (Scope):

Home delivered meals, or "meals on wheels," include the preparation and delivery of one or two meals for persons who are unable to prepare or obtain nourishing meals on their own. Meals on Wheels providers include delicatessens, family services agencies, community action agencies, catholic charities, town social services, visiting nurse agencies, assisted living agencies, senior centers, soup kitchens. Meals must meet a minimum of one-third for single meals and two-thirds for double meals of the daily recommended allowance and requirements as established by the Food and Nutrition Academy of Sciences National Research Council. Special diet meals are available such as diabetic, cardiac, low sodium and renal as are ethnic meals such as Hispanic and Kosher meals.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

No more than two meals per day up to seven times per week as specified in the individual service plan.

Service Delivery Method (check each that applies):

Participant-directed as specified in Appendix E

Provider managed

Specify whether the service may be provided by (check each that applies):

Legally Responsible Person

Relative

Legal Guardian

Provider Specifications:

Provider Category	Provider Type Title
Agency	Home Delivered Meal Providers

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Other Service

Service Name: Home Delivered Meals

Provider Category:

Agency

Provider Type:

Home Delivered Meal Providers

Provider Qualifications

License (specify):

Certificate (specify):

Other Standard (specify):

Reimbursement for home delivered meals shall be available only to providers which provide meals that meet a minimum of one-third of the current daily recommended dietary allowance and requirements as established by the Food and Nutrition Board of the National Academy of Sciences National Research Council.

All “meals on wheels” providers shall provide their menus to the department, contracted agencies or department designee for review and approval. Quality assurance and quality control shall be performed by the department’s contracted providers to ensure that the “meals on wheels” service providers are in compliance with the dietary requirements and the requirements for the preparation and storage and delivery of food based on the department policies for the elderly nutrition program and Title (III) of the Older American’s Act.

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal Intermediary under contract to DSS and DMHAS

Frequency of Verification:

At time of enrollment as a provider and every two years thereafter

Appendix C: Participant Services

C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

Service Type:

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

Service Title:

Interpreter

HCBS Taxonomy:

Category 1:

Sub-Category 1:

Category 2:

Sub-Category 2:

Category 3:

Sub-Category 3:

Category 4:

Sub-Category 4:

Complete this part for a renewal application or a new waiver that replaces an existing waiver. Select one :

Service is included in approved waiver. There is no change in service specifications.

Service is included in approved waiver. The service specifications have been modified.

Service is not included in the approved waiver.

Service Definition (Scope):

Service of an interpreter to provide accurate, effective, and impartial communication where the waiver recipient or representative is deaf or hard of hearing or where the individual does not understand spoken English. The services under the Interpreter service are limited to additional services not otherwise covered under the state plan, including EPSDT, but consistent with waiver objectives of avoiding institutionalization.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Service Delivery Method (check each that applies):

Participant-directed as specified in Appendix E

Provider managed

Specify whether the service may be provided by (check each that applies):

Legally Responsible Person

Relative

Legal Guardian

Provider Specifications:

Provider Category	Provider Type Title
Agency	Private or public translation agencies

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Other Service

Service Name: Interpreter

Provider Category:

Agency

Provider Type:

Private or public translation agencies

Provider Qualifications

License *(specify):*

Certificate *(specify):*

Certified to provide Interpreter Services by DMHAS

Sign language interpreter: Certified by National Assn. Of the Deaf or National registry of Interpreters for the Deaf.

Sign language interpreters must be registered with the Department of Rehabilitation Deaf and hard of hearing Services.

Other Standard *(specify):*

For any other language interpreter the agency will verify that the person meets the following qualifications:

Other Standard *(specify):*

For any other language interpreter the agency will verify that the person meets the following qualifications:

- Prior to Employment
- ? 21 yrs of age
- ? criminal background check
- ? registry check
- ? have ability to communicate effectively with the individual/family
- ? be proficient in both languages
- ? be committed to confidentiality
- ? understand cultural nuances and emblems
- ? understand the interpreter's role to provide accurate interpretation

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal Intermediary

Frequency of Verification:

Initial and every two years thereafter

Appendix C: Participant Services

C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

Service Type:

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

Service Title:

Mental Health Counseling

HCBS Taxonomy:

Category 1:

10 Other Mental Health and Behavioral Services

Sub-Category 1:

10060 counseling

Category 2:

Sub-Category 2:

Category 3:

Sub-Category 3:

Category 4:

Sub-Category 4:

Complete this part for a renewal application or a new waiver that replaces an existing waiver. Select one :

Service is included in approved waiver. There is no change in service specifications.

Service is included in approved waiver. The service specifications have been modified.

Service is not included in the approved waiver.

Service Definition (Scope):

Mental Health Services are professional counseling services provided to help resolve or enable the eligible individual to cope with individual, family and/or environmentally related problems and conditions. Counseling focuses on issues such as maintaining a home in the community, relocation within the community, dealing with long term disability, substance abuse, and family relationships. The department shall pay for mental health services conforming to accepted methods of diagnosis and treatment, including:

- (A) Mental Health Evaluation and Assessment;
- (B) Individual Counseling;
- (C) Group Counseling, and;
- (D) Family Counseling.

Mental Health Counseling can be provided in the client's home or location best suited for the client.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Service Delivery Method (check each that applies):

Participant-directed as specified in Appendix E

Provider managed

Specify whether the service may be provided by (check each that applies):

Legally Responsible Person

Relative

Legal Guardian

Provider Specifications:

Provider Category	Provider Type Title
Agency	Community Agency

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Other Service

Service Name: Mental Health Counseling

Provider Category:

Agency

Provider Type:

Community Agency

Provider Qualifications

License (*specify*):

The provider agency may provide this service using licensed providers. For the purpose of receiving reimbursement under the Mental Health Waiver, the agency must utilize a mental health counseling provider who is a Licensed Clinical Social Worker defined in Connecticut General Statutes 20-195m or as a Licensed Professional Counselor as defined in section 20-195aa of the Connecticut General Statutes, and shall have experience and training in providing mental health services to persons with disabilities.

Certificate (*specify*):

Other Standard (*specify*):

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal Intermediary

Frequency of Verification:

At time of enrollment and every two years thereafter.

Appendix C: Participant Services

C-1/C-3: Service Specification

the Medicaid agency or the operating agency (if applicable).

Service Type:

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

Service Title:

Non-medical transportation

HCBS Taxonomy:

Category 1:

Sub-Category 1:

Category 2:

Sub-Category 2:

Category 3:

Sub-Category 3:

Category 4:

Sub-Category 4:

Complete this part for a renewal application or a new waiver that replaces an existing waiver. Select one :

Service is included in approved waiver. There is no change in service specifications.

Service is included in approved waiver. The service specifications have been modified.

Service is not included in the approved waiver.

Service Definition (Scope):

Service offered in order to enable waiver participants to gain access to waiver and other community services, activities and resources, as specified by the service plan.
This service is offered in addition to medical transportation offered by DSS.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

This service will be limited to \$1,000 per Waiver participant annually.

Service Delivery Method (check each that applies):

Participant-directed as specified in Appendix E

Provider managed

Specify whether the service may be provided by (check each that applies):

Legally Responsible Person

Relative

Legal Guardian

Provider Specifications:

Provider Category	Provider Type Title
Agency	Private transportation service
Individual	Individual Provider

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Other Service

Service Name: Non-medical transportation

Provider Category:

Agency

Provider Type:

Private transportation service

Provider Qualifications

License (specify):

DOT livery license

Certificate (specify):

Other Standard (specify):

Subcontractor for Medicaid Transportation Brokers

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal Intermediary under contract to DSS and DMHAS

Frequency of Verification:

At approval and when license and insurance are due for renewal or expiration.

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Other Service

Service Name: Non-medical transportation

Provider Category:

Individual

Provider Type:

Individual Provider

Provider Qualifications

License (specify):

Valid drivers license

Certificate (specify):

Other Standard (specify):

Proof of current vehicle insurance.

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal Intermediary under contract to DSS and DMHAS

Frequency of Verification:

At approval and when license and insurance are due for renewal or expiration.

Appendix C: Participant Services

C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

Service Type:

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

Service Title:

Overnight Recovery Assistant

HCBS Taxonomy:

Category 1:

Sub-Category 1:

Category 2:

Sub-Category 2:

Category 3:

Sub-Category 3:

Category 4:

Sub-Category 4:

Complete this part for a renewal application or a new waiver that replaces an existing waiver. Select one :

Service is included in approved waiver. There is no change in service specifications.

Service is included in approved waiver. The service specifications have been modified.

Service is not included in the approved waiver.

Service Definition (*Scope*):

Service would provide support necessary to enable an individual to live in an independent or shared apartment or dwelling within walking distance from the overnight staff. This could include a single apartment complex or multiple buildings in close proximity. Overnight RA Services provide opportunities for individuals that require overnight staff access due to health and safety issues to live independently in the community. Determination of need is established by the Community Support Clinician through functional skills assessment and development of an individual recovery plan. Recovery Assistant services are provided to assure individual health and wellness and may include supervision of and assistance with: self-care; communication and interpersonal skills; socialization; problem-solving skills; and ability to manage activities safely in an independent setting.

Overnight Recovery Assistant services will not duplicate personal care services that are included in the state plan.

Services may be provided for up to six individuals in dwellings clustered within walking distance of overnight staff, with no greater than four unrelated individuals sharing a single dwelling. Unlike traditional Recovery Assistant services, Overnight Recovery Assistant service provides access to support and does not require all billable time to be provided face to face, but rather that staff be available to provide support during the overnight hours. Unlike CLSS service may be provided for less than 12 hour increments and in more than one dwelling.

Services purchased by 15 minute increment. Staff may provide support for up to six participants during the overnight period, not to exceed twelve hours (i.e. 8:00 p.m. through 8:00 a.m.). Staff will be awake during the period billed. The amount of service billed overnight is divided by the number of individuals utilizing the service during the time period rather than by the intensity of service provided to any one individual (e.g., For a 12 hour period, one staff member serving six clients would bill two hours for each client, three hours for each of four clients, etc.)

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Service Delivery Method (*check each that applies*):

Participant-directed as specified in Appendix E

Provider managed

Specify whether the service may be provided by (*check each that applies*):

Legally Responsible Person

Relative

Legal Guardian

Provider Specifications:

Provider Category	Provider Type Title
Agency	Provider Agency
Individual	Certified Individual

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Other Service

Service Name: Overnight Recovery Assistant

Provider Category:

Agency

Provider Type:

Provider Agency

Provider Qualifications

License *(specify):*

Certificate *(specify):*

The agency must:
Meet general certification conditions established by DMHAS;
Demonstrate that its training of individuals providing Recovery Assistant services meets minimum requirements established by DMHAS;
Maintain proper documentation that all staff who provide Recovery Assistant services have completed required training and meet any continuing education and/or training requirements set by DMHAS;
Maintain accurate and complete personnel records for individuals providing Recovery Assistant services;
Retain the aforementioned documentation and records for a period specified by DMHAS, and ensure that such materials are available for inspection by DMHAS or its designee at any time during normal business hours; and
Attest in writing that training and related documentation complies with guidelines established by DMHAS for individuals providing Recovery Assistant services

Other Standard *(specify):*

An Overnight Recovery Assistant shall:
Be at least 18 yrs old;
Possess at least a high school diploma or GED;
Possess a valid Connecticut driver’s license; and
Training requirement: Training programs will address abilities to:
Follow instructions given by the participant or the participant’s conservator;
Report changes in the participant’s condition or needs;
Maintain confidentiality;
Meet the participant’s needs as delineated in the waiver Recovery Plan;
Implement cognitive and behavioral strategies;
Function as a member of an interdisciplinary team;
Respond to fire and emergency situations;
Accept supervision in a manner prescribed by the department or its designated agent;
Maintain accurate, complete and timely records that meet Medicaid requirements;
Use crisis intervention and de-escalation techniques; and
Provide services in a respectful, culturally competent manner.

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal Intermediary under contract to DSS and DMHAS

Frequency of Verification:

At start of service and every two years thereafter

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Other Service

Service Name: Overnight Recovery Assistant

Provider Category:

Individual

Provider Type:

Certified Individual

Provider Qualifications

License (specify):

Certificate (specify):

Other Standard (specify):

A Recovery Assistant shall:
 Be at least 18 yrs old;
 Possess at least a high school diploma or GED;
 Possess a valid Connecticut driver’s license; and
 Be registered with the Department of Mental Health and Addiction Services (DMHAS) as having completed an approved Recovery Assistant training program and meet any continuing education and/or training requirements set by DMHAS.
 Training requirement: Training programs will address abilities to:
 Follow instructions given by the participant or the participant’s conservator;
 Report changes in the participant’s condition or needs;
 Maintain confidentiality;
 Meet the participant’s needs as delineated in the waiver Recovery Plan;
 Implement cognitive and behavioral strategies;
 Function as a member of an interdisciplinary team;
 Respond to fire and emergency situations;
 Accept supervision in a manner prescribed by the department or its designated agent;
 Maintain accurate, complete and timely records that meet Medicaid requirements;
 Use crisis intervention and de-escalation techniques; and
 Provide services in a respectful, culturally competent manner.

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal Intermediary under contract to DSS and DMHAS

Frequency of Verification:

At start of services and annually thereafter

Appendix C: Participant Services

C-1/C-3: Service Specification

the Medicaid agency or the operating agency (if applicable).

Service Type:

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

Service Title:

Peer Supports

HCBS Taxonomy:

Category 1:

Sub-Category 1:

Category 2:

Sub-Category 2:

Category 3:

Sub-Category 3:

Category 4:

Sub-Category 4:

Complete this part for a renewal application or a new waiver that replaces an existing waiver. Select one :

Service is included in approved waiver. There is no change in service specifications.

Service is included in approved waiver. The service specifications have been modified.

Service is not included in the approved waiver.

Service Definition (Scope):

Peer Support can be used as a free standing service or a supplement to more intensive waiver services such as Community Support Program (CSP). Peer support includes face-to-face interactions that are designed to promote ongoing engagement of persons covered under the waiver in addressing residual problems resulting from psychiatric and substance use disorders. As well as promoting the individuals strengths and abilities to continue improving socialization, recovery, self-advocacy, development of natural supports, and maintenance of community living skills. Peer Support also includes communication and coordination with behavioral health services providers and others in support of the participant.

Peer Support is least intensive of the rehabilitative services. The Peer Support worker uses his/her first-hand knowledge about mental illness and how to overcome the disabling effects of these disorders to engage the participant and to continually reinforce and maintain the psychosocial rehabilitation skills acquired by the participant.

Peer Support interventions will exclude activities that are duplicative of Supported Employment services.

Peer Support is subject to service volume (number of ¼ hours service units per day and/or week) and duration (number of months or specified service end date) limits established in the waiver Recovery Plan approved by DMHAS and DSS.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Service Delivery Method *(check each that applies):*

Participant-directed as specified in Appendix E

Provider managed

Specify whether the service may be provided by *(check each that applies):*

Legally Responsible Person

Relative

Legal Guardian

Provider Specifications:

Provider Category	Provider Type Title
Agency	Provider Agency

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Other Service

Service Name: Peer Supports

Provider Category:

Agency

Provider Type:

Provider Agency

Provider Qualifications

License *(specify):*

Certificate *(specify):*

The agency must:
 Meet general certification conditions established by DMHAS;
 Demonstrate that its training of individuals providing Peer Support services (also know as "Recovery Support Specialists" services) meets minimum requirements established by DMHAS;
 The certification program for Peer Support Specialist includes the following Competency Areas:
 Effective, Empathetic Communication Skills
 Legal and Ethical Practice, Boundaries, Client Rights
 Introduction to Mental Health, Substance Abuse, and Co-Occurring Disorders
 Principles of Psychiatric Rehabilitation
 Using Your Recovery Story, Role of Peer Supports on Teams, Recovery Culture
 Role Challenges, Conflict Resolution, Self Care
 Recovery Planning and Documentation
 Entitlements and Benefits Management
 Cultural Awareness

Maintain proper documentation that all staff who provide Peer Support services have completed required training;
 Maintain accurate and complete personnel records for individuals providing Peer Support services;
 The training accepts applications from individuals in recovery from psychiatric disabilities and co-occurring disorders;
 Work is provided with supervision by a mental health professional;
 Retain the aforementioned documentation and records for a period specified by DMHAS, and ensure that such materials are available for inspection by DMHAS or its designee at any time during normal business hours; and
 Attest in writing that training and related documentation complies with guidelines established by DMHAS for individuals providing Peer Support services.

Other Standard (*specify*):

A Peer Support specialist shall:
 Be at least 18 yrs old;
 Possess at least a high school diploma or GED;
 Possess a valid Connecticut drivers license;
 Be certified as a Peer Support Specialist in accordance with requirements set by the Department of Mental Health and Addiction Services (DMHAS);
 Meet requirements for ongoing continuing education set by DMHAS; and
 Demonstrate ability to support the recovery of others from mental illness and/or substance abuse.
 Training requirement: Training programs will address abilities to:
 Follow instructions given by the participant or the participants conservator;
 Report changes in the participants condition or needs;
 Maintain confidentiality;
 Meet the participants needs as delineated in the waiver Recovery Plan;
 Function as a member of an interdisciplinary team;
 Respond to fire and emergency situations;
 Accept supervision in a manner prescribed by the department or its designated agent;
 Maintain accurate, complete and timely records that meet Medicaid requirements;
 Provide services in a respectful, culturally competent manner; and
 Use effective Peer Support practices.

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal Intermediary under contract to DSS and DMHAS

Frequency of Verification:

At start of service and every two years thereafter

Appendix C: Participant Services

C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

Service Type:

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

Service Title:

Personal Emergency Response Systems

HCBS Taxonomy:

Category 1:

Sub-Category 1:

Category 2:

Sub-Category 2:

Category 3:

Sub-Category 3:

Category 4:

Sub-Category 4:

Complete this part for a renewal application or a new waiver that replaces an existing waiver. Select one :

Service is included in approved waiver. There is no change in service specifications.

Service is included in approved waiver. The service specifications have been modified.

Service is not included in the approved waiver.

Service Definition (Scope):

PERS is an electronic device which enables waiver participants to secure help in an emergency. The participant may also wear a portable "help" button to allow for mobility. The system is connected to the person's phone and programmed to signal a response center once a "help" button is activated. The response center is staffed by trained professionals 24/7. PERS services are limited to those individuals who live alone, or who are alone for significant parts of the day, and have no regular caregiver for extended periods of time, and who would otherwise require extensive routine supervision. Installation, upkeep, and maintenance of the device are provided. This service may also be provided in combination with an electronic medication management system.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Service Delivery Method (check each that applies):

Participant-directed as specified in Appendix E

Provider managed

Specify whether the service may be provided by (check each that applies):

Legally Responsible Person

Relative

Legal Guardian

Provider Specifications:

Provider Category	Provider Type Title
Agency	Vendors who sell and install appropriate PERS equipment

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Other Service

Service Name: Personal Emergency Response Systems

Provider Category:

Agency

Provider Type:

Vendors who sell and install appropriate PERS equipment

Provider Qualifications

License (specify):

Certificate (specify):

Other Standard (specify):

Vendor that has an approved contract through DSS as a performing provider

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal Intermediary under contract to DSS and DMHAS

Frequency of Verification:

At start of service.

Appendix C: Participant Services

C-1/C-3: Service Specification

the Medicaid agency or the operating agency (if applicable).

Service Type:

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

Service Title:

Recovery Assistant

HCBS Taxonomy:

Category 1:

Sub-Category 1:

Category 2:

Sub-Category 2:

Category 3:

Sub-Category 3:

Category 4:

Sub-Category 4:

Complete this part for a renewal application or a new waiver that replaces an existing waiver. Select one :

Service is included in approved waiver. There is no change in service specifications.

Service is included in approved waiver. The service specifications have been modified.

Service is not included in the approved waiver.

Service Definition (Scope):

A flexible range of supportive assistance provided face-to-face in accordance with a Waiver Recovery Plan that enables a participant to maintain a home/apartment, encourages the use of existing natural supports, and fosters involvement in social and community activities. Service activities include: performing household tasks, providing instructive assistance, or cuing to prompt the participant to carry out tasks (e.g., meal preparation; routine household chores, cleaning, laundry, shopping, and bill-paying; and participation in social and recreational activities), and; providing supportive companionship. The Recovery Assistant may also provide instruction or cuing to prompt the participant to dress appropriately and perform basic hygiene functions; supportive assistance and supervision of the participant, and; short-term relief in the home for a participant who is unable to care for himself/herself when the primary caregiver is absent or in need of relief. Short-term relief does not apply to the provision of hands on care services.

Recovery Assistant Services is subject to service volume (number of ¼ hours service units per day and/or week) and duration (number of months or specified service end date) limits established in the waiver Recovery Plan approved by DMHAS and DSS. Recovery Assistant services will not duplicate personal care services that are included in the state plan.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Service Delivery Method *(check each that applies):*

- Participant-directed as specified in Appendix E**
- Provider managed**

Specify whether the service may be provided by *(check each that applies):*

- Legally Responsible Person**
- Relative**
- Legal Guardian**

Provider Specifications:

Provider Category	Provider Type Title
Individual	Certified Individual
Agency	Provider Agency

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Other Service
Service Name: Recovery Assistant

Provider Category:

Individual

Provider Type:

Certified Individual

Provider Qualifications

License *(specify):*

Certificate *(specify):*

Other Standard *(specify):*

A Recovery Assistant shall:

- Be at least 18 yrs old;
- Possess at least a high school diploma or GED;
- Possess a valid Connecticut drivers license; and
- Be registered with the Department of Mental Health and Addiction Services (DMHAS) as having completed an approved Recovery Assistant training program and meet any continuing education and/or training requirements set by DMHAS.

Training requirement: Training programs will address abilities to:

- Follow instructions given by the participant or the participants conservator;
- Report changes in the participants condition or needs;
- Maintain confidentiality;
- Meet the participants needs as delineated in the waiver Recovery Plan;
- Implement cognitive and behavioral strategies;
- Function as a member of an interdisciplinary team;
- Respond to fire and emergency situations;
- Accept supervision in a manner prescribed by the department or its designated agent;
- Maintain accurate, complete and timely records that meet Medicaid requirements;
- Use crisis intervention and de-escalation techniques; and
- Provide services in a respectful, culturally competent manner.

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal Intermediary under contract to DSS and DMHAS

Frequency of Verification:

At start of services and annually thereafter

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Other Service

Service Name: Recovery Assistant

Provider Category:

Agency

Provider Type:

Provider Agency

Provider Qualifications

License (specify):

Certificate (specify):

The agency must:
 Meet general certification conditions established by DMHAS;
 Demonstrate that its training of individuals providing Recovery Assistant services meets minimum requirements established by DMHAS;
 Maintain proper documentation that all staff who provide Recovery Assistant services have completed required training and meet any continuing education and/or training requirements set by DMHAS;
 Maintain accurate and complete personnel records for individuals providing Recovery Assistant services;
 Retain the aforementioned documentation and records for a period specified by DMHAS, and ensure that such materials are available for inspection by DMHAS or its designee at any time during normal business hours; and
 Attest in writing that training and related documentation complies with guidelines established by DMHAS for individuals providing Recovery Assistant services

Other Standard (*specify*):

A Recovery Assistant shall:
 Be at least 18 yrs old;
 Possess at least a high school diploma or GED;
 Possess a valid Connecticut drivers license; and
 Training requirement: Training programs will address abilities to:
 Follow instructions given by the participant or the participants conservator;
 Report changes in the participants condition or needs;
 Maintain confidentiality;
 Meet the participants needs as delineated in the waiver Recovery Plan;
 Implement cognitive and behavioral strategies;
 Function as a member of an interdisciplinary team;
 Respond to fire and emergency situations;
 Accept supervision in a manner prescribed by the department or its designated agent;
 Maintain accurate, complete and timely records that meet Medicaid requirements;
 Use crisis intervention and de-escalation techniques; and
 Provide services in a respectful, culturally competent manner.

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal Intermediary under contract to DSS and DMHAS

Frequency of Verification:

At start of service and every two years thereafter

Appendix C: Participant Services

C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

Service Type:

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

Service Title:

Specialized Medical Equipment

HCBS Taxonomy:

Category 1:

Sub-Category 1:

Category 2:

Sub-Category 2:

Category 3:

Sub-Category 3:

Category 4:

Sub-Category 4:

Complete this part for a renewal application or a new waiver that replaces an existing waiver. Select one :

Service is included in approved waiver. There is no change in service specifications.

Service is included in approved waiver. The service specifications have been modified.

Service is not included in the approved waiver.

Service Definition (Scope):

Specialized medical equipment and supplies include: (a) devices, controls, or appliances, specified in the plan of care, that enable participants to increase their ability to perform activities of daily living; (b) devices, controls, or appliances that enable the participant to perceive, control, or communicate with the environment in which they live; (c) items necessary for life support or to address physical conditions along with ancillary supplies and equipment necessary to the proper functioning of such items; (d) such other durable and non-durable medical equipment not available under the State plan that is necessary to address participant functional limitations; and, (e) necessary medical supplies not available under the State plan. Items reimbursed with waiver funds are in addition to any medical equipment and supplies furnished under the State plan and exclude those items that are not of direct medical or remedial benefit to the participant. All items shall meet applicable standards of manufacture, design and installation.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

This service will be limited to \$10,000 per Waiver participant annually with prior authorization.

Service Delivery Method (check each that applies):

Participant-directed as specified in Appendix E

Provider managed

Specify whether the service may be provided by (check each that applies):

Legally Responsible Person

Relative

Legal Guardian

Provider Specifications:

Provider Category	Provider Type Title
Agency	Medical Equipment Vendor
Agency	DME

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Other Service
Service Name: Specialized Medical Equipment

Provider Category:

Agency

Provider Type:

Medical Equipment Vendor

Provider Qualifications

License (specify):

Certificate (specify):

Other Standard (specify):

Meet the State of CT Standard to provide medical equipment or supplies for the Bureau of Rehabilitation Services (BRS), Department of Developmental Services (DDS), or Bureau of Education Services to the Blind (BESB) or Medicaid provider for specialized medical equipment and supplies

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal Intermediary under contract to DSS and DMHAS

Frequency of Verification:

At start of services

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Other Service
Service Name: Specialized Medical Equipment

Provider Category:

Agency

Provider Type:

DME

Provider Qualifications

License (specify):

Certificate (*specify*):

Other Standard (*specify*):

Meet the State of CT Standard to provide medical equipment or supplies for the Bureau of Rehabilitation Services (BRS), Department of Developmental Services (DDS), or Bureau of Education Services to the Blind (BESB) or Medicaid provider for specialized medical equipment and supplies

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal Intermediary under contract to DSS and DMHAS

Frequency of Verification:

At start of services

Appendix C: Participant Services

C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

Service Type:

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

Service Title:

Transitional Case Management

HCBS Taxonomy:

Category 1:

Sub-Category 1:

Category 2:

Sub-Category 2:

Category 3:

Sub-Category 3:

Category 4:

Sub-Category 4:

Complete this part for a renewal application or a new waiver that replaces an existing waiver. Select one :

Service is included in approved waiver. There is no change in service specifications.

Service is included in approved waiver. The service specifications have been modified.

Service is not included in the approved waiver.

Service Definition (Scope):

Services provided to persons residing in institutional settings prior to their transition to the waiver to prepare them for discharge, or during the adjustment period immediately following discharge from an institution to stabilize them in a community setting, and to assist them with other aspects of the transition to community life by helping them gain access to needed waiver and other state plan services, as well as medical, social, housing, educational and other services and supports, regardless of the funding source for the services or supports to which access is gained. Transitional Case Management may also be provided to individuals following admission to the waiver during periods of brief institutionalization to prepare for return to the community and to assure continuity of care. The state shall claim the cost of case management services provided to institutionalized persons prior to their transition to the waiver for a period not to exceed 180 days or following admission to the waiver during brief institutional stays for a period not to exceed 90 days.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Transitional Case Management services are limited to a period of 180 days of initial enrollment onto the waiver and one hundred (100) ¼ hour service units. For services provided during a brief institutionalization following enrollment onto the waiver services are limited to a period of 90 days and one hundred (100) ¼ hour services units during a single episode of care. However, additional limitations on the volume and duration of these services may be specified in the waiver Recovery Plan approved by DMHAS and DSS.

Service Delivery Method (check each that applies):

Participant-directed as specified in Appendix E

Provider managed

Specify whether the service may be provided by (check each that applies):

Legally Responsible Person

Relative

Legal Guardian

Provider Specifications:

Provider Category	Provider Type Title
Agency	Agency Provider

Appendix C: Participant Services

C-1/C-3: Provider Specifications for Service

Service Type: Other Service

Service Name: Transitional Case Management

Provider Category:

Agency

Provider Type:

Agency Provider

Provider Qualifications

License *(specify):*

Certificate *(specify):*

Commission on Accreditation of Rehabilitation Facilities (CARF), The Joint Commission (TJC) or other accrediting body approved by DMHAS, or can demonstrate to the satisfaction of DMHAS that it is in the active process of becoming accredited by any of these approved entities.

Other Standard *(specify):*

Transitional Case Management staff shall hold either a bachelors degree in a behavioral health-related specialty (may include special education or rehabilitation) OR have two years experience in the provision of mental health services (may include special education and/or services to persons with developmental disabilities) OR be a Certified Peer Specialist.

Must be a fully credentialed provider of Community Support waiver service.

Verification of Provider Qualifications

Entity Responsible for Verification:

Fiscal Intermediary under contract to DSS and DMHAS

Frequency of Verification:

At start of services and at recertification

Appendix C: Participant Services

C-1: Summary of Services Covered (2 of 2)

b. Provision of Case Management Services to Waiver Participants. Indicate how case management is furnished to waiver participants *(select one)*:

Not applicable - Case management is not furnished as a distinct activity to waiver participants.

Applicable - Case management is furnished as a distinct activity to waiver participants.

Check each that applies:

As a waiver service defined in Appendix C-3. *Do not complete item C-1-c.*

As a Medicaid state plan service under §1915(i) of the Act (HCBS as a State Plan Option). *Complete item C-1-c.*

As a Medicaid state plan service under §1915(g)(1) of the Act (Targeted Case Management). *Complete item C-1-c.*

As an administrative activity. *Complete item C-1-c.*

As a primary care case management system service under a concurrent managed care authority. *Complete item C-1-c.*

c. Delivery of Case Management Services. Specify the entity or entities that conduct case management functions on behalf of waiver participants:

Care management is provided by community support clinicians who complete assessments, develop service plans and monitor the effectiveness of the service plans.

The care management that is included as a waiver service is limited to transitional case management.

Appendix C: Participant Services

C-2: General Service Specifications (1 of 3)

a. Criminal History and/or Background Investigations. Specify the state's policies concerning the conduct of criminal history and/or background investigations of individuals who provide waiver services (select one):

No. Criminal history and/or background investigations are not required.

Yes. Criminal history and/or background investigations are required.

Specify: (a) the types of positions (e.g., personal assistants, attendants) for which such investigations must be conducted; (b) the scope of such investigations (e.g., state, national); and, (c) the process for ensuring that mandatory investigations have been conducted. State laws, regulations and policies referenced in this description are available to CMS upon request through the Medicaid or the operating agency (if applicable):

DSS and DMHAS will require any person serving as a household employee (recovery assistant) to a participant in the Waiver to submit to a State of Connecticut criminal background check. DSS will have the discretion to refuse payments for household employees performing services who have been convicted of a felony, as defined in Section 53a-25 of the Connecticut General Statutes; larceny under Sections 53a-119, 53a-122, 53a-123 and 53a-124 of the Connecticut General Statutes; or a violation under Section 53a-290 to 53a-295, inclusive of the Connecticut General Statutes; involving vendor fraud, section 53-20 of the Connecticut General Statutes involving cruelty to persons; sections 53a-70, 53a-70a, 53a-70b, or 53a-73a of the Connecticut General Statutes involving sexual assault, section 53a-59 of the Connecticut General Statutes involving assault, section 53a-59a of the Connecticut General Statutes involving assault of the elderly, blind, disabled, pregnant or mentally retarded persons and section 53a-320 to 53a-323, inclusive, of the Connecticut General Statutes involving abuse of the elderly, blind, disabled, pregnant or mentally retarded persons.

The review is carried out by the fiscal intermediary as a part of consideration for employment; they will process background checks for household employee applicants upon submission of a provider application. The nature of the criminal activity will be revealed by the background check, including but not limited to check fraud, theft, abuse, or assault may result in the disqualifications from enrollment or continued enrollment in the Waiver program and consideration for employment by any Waiver participant. DMHAS will conduct an annual audit involving a sample of FI records to ensure criminal background checks and other required documents are on file.

b. Abuse Registry Screening. Specify whether the state requires the screening of individuals who provide waiver services through a state-maintained abuse registry (select one):

No. The state does not conduct abuse registry screening.

Yes. The state maintains an abuse registry and requires the screening of individuals through this registry.

Specify: (a) the entity (entities) responsible for maintaining the abuse registry; (b) the types of positions for which abuse registry screenings must be conducted; and, (c) the process for ensuring that mandatory screenings have been conducted. State laws, regulations and policies referenced in this description are available to CMS upon request through the Medicaid agency or the operating agency (if applicable):

Appendix C: Participant Services

C-2: General Service Specifications (2 of 3)

c. Services in Facilities Subject to §1616(e) of the Social Security Act. *Select one:*

No. Home and community-based services under this waiver are not provided in facilities subject to §1616(e) of the Act.

Yes. Home and community-based services are provided in facilities subject to §1616(e) of the Act. The standards that apply to each type of facility where waiver services are provided are available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

Appendix C: Participant Services

C-2: General Service Specifications (3 of 3)

d. Provision of Personal Care or Similar Services by Legally Responsible Individuals. A legally responsible individual is any person who has a duty under state law to care for another person and typically includes: (a) the parent (biological or adoptive) of a minor child or the guardian of a minor child who must provide care to the child or (b) a spouse of a waiver participant. Except at the option of the State and under extraordinary circumstances specified by the state, payment may not be made to a legally responsible individual for the provision of personal care or similar services that the legally responsible individual would ordinarily perform or be responsible to perform on behalf of a waiver participant. *Select one:*

No. The state does not make payment to legally responsible individuals for furnishing personal care or similar services.

Yes. The state makes payment to legally responsible individuals for furnishing personal care or similar services when they are qualified to provide the services.

Specify: (a) the legally responsible individuals who may be paid to furnish such services and the services they may provide; (b) state policies that specify the circumstances when payment may be authorized for the provision of **extraordinary care** by a legally responsible individual and how the state ensures that the provision of services by a legally responsible individual is in the best interest of the participant; and, (c) the controls that are employed to ensure that payments are made only for services rendered. *Also, specify in Appendix C-1/C-3 the personal care or similar services for which payment may be made to legally responsible individuals under the state policies specified here.*

Self-directed

Agency-operated

e. Other State Policies Concerning Payment for Waiver Services Furnished by Relatives/Legal Guardians. Specify state policies concerning making payment to relatives/legal guardians for the provision of waiver services over and above the policies addressed in Item C-2-d. *Select one:*

The state does not make payment to relatives/legal guardians for furnishing waiver services.

The state makes payment to relatives/legal guardians under specific circumstances and only when the relative/guardian is qualified to furnish services.

Specify the specific circumstances under which payment is made, the types of relatives/legal guardians to whom payment may be made, and the services for which payment may be made. Specify the controls that are employed to ensure that payments are made only for services rendered. *Also, specify in Appendix C-1/C-3 each waiver service for which payment may be made to relatives/legal guardians.*

Payment to relatives for furnishing Recovery Assistant services must be approved by the Community Support Clinician. The Community Support Clinician evaluates whether provision of services by a family member is in the best interest of the participant. The state does not pay legally liable relatives or relatives of Conservators of Person (COP) or Conservators of Estate (COE) to provide care. The participant or their conservator must sign timesheets to confirm the dates and times services were performed. Family members must meet the same qualifications; including DMHAS required training, as unrelated providers. Any reported concerns regarding fraudulent billing are addressed as it would be with other service vendors. (e.g., investigation, provider termination, etc.) Payment to family members is only made when the service provided is not a function that a family member would normally provide for the individual without charge as a matter of course in the usual relationship among members of a nuclear family; and, the service would otherwise need to be provided by a qualified provider.

Non medical Transportation may also be provided by relatives, as Individual Providers, as long as they meet the provider qualifications as outlined in Appendix C-3, and service is specified in the Recovery Plan and authorized by the Community Support Clinician.

Recovery Assistant and Non Medical Transportation are the only waiver services that can be provided by a relative.

Relatives/legal guardians may be paid for providing waiver services whenever the relative/legal guardian is qualified to provide services as specified in Appendix C-1/C-3.

Specify the controls that are employed to ensure that payments are made only for services rendered.

Other policy.

Specify:

f. Open Enrollment of Providers. Specify the processes that are employed to assure that all willing and qualified providers have the opportunity to enroll as waiver service providers as provided in 42 CFR §431.51:

Open enrollment is applied to all providers of Waiver services. DSS and DMHAS jointly contract with a Fiscal Intermediary to conduct outreach activities in order to increase awareness of the Mental Health Waiver Program within the provider community and to recruit qualified providers to serve waiver participants. Recruitment activities include: 1) describing the purpose of the waiver, services to be covered, and expectations for the performance of those services, 2) promoting awareness among potential providers regarding the open enrollment opportunity, 3) sharing details about how to apply, and, 4) specifying provider certification requirements.

DMHAS establishes qualifications for each provider type. The Fiscal Intermediary will accept applications from any provider who seeks to provide waiver service(s). The fiscal intermediary will complete the review of the provider qualifications. Any provider applicant who submits proper documentation of qualifications to perform a particular waiver service will be enrolled and certified to perform that service. Provider application and all related instructions will be available for download on the FI website. The provider is given a specific list of accompanying required documentation with their provider enrollment application. Staff within the FI attempt to make the process as efficient as possible and provide providers with assistance during the enrollment process.

All waiver service providers hold Medicaid provider agreements directly with the State.

Appendix C: Participant Services

Quality Improvement: Qualified Providers

methods for discovery and remediation.

a. Methods for Discovery: Qualified Providers

The state demonstrates that it has designed and implemented an adequate system for assuring that all waiver services are provided by qualified providers.

i. Sub-Assurances:

a. Sub-Assurance: *The State verifies that providers initially and continually meet required licensure and/or certification standards and adhere to other standards prior to their furnishing waiver services.*

Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance, complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

Performance Measure:

Number of providers that conducted background checks as required by the state, divided by the total number of providers required to conduct background checks

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation <i>(check each that applies):</i>	Frequency of data collection/generation <i>(check each that applies):</i>	Sampling Approach <i>(check each that applies):</i>
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text"/>
Other Specify: <input type="text" value="Fiscal Intermediary"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and	Other

	Ongoing	Specify: <input style="width: 100px; height: 20px;" type="text"/>
	Other Specify: <input style="width: 100px; height: 20px;" type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input style="width: 100%; height: 20px;" type="text" value="Fiscal Intermediary"/>	Annually
	Continuously and Ongoing
	Other Specify: <input style="width: 100%; height: 20px;" type="text"/>

Performance Measure:

Number of approved provider applications , by provider type, that satisfied all initial licensure and/or certification standards as outlined in the application prior to provision of services, divided by the total number of approved provider applications with license/certification requirement

Data Source (Select one):

Reports to State Medicaid Agency on delegated Administrative functions

If 'Other' is selected, specify:

Responsible Party for data collection/generation (check each that applies):	Frequency of data collection/generation (check each that applies):	Sampling Approach (check each that applies):
State Medicaid	Weekly	100% Review

Agency		
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text"/>
Other Specify: <input type="text" value="Fiscal Intermediary"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input type="text" value="Fiscal Intermediary"/>	Annually
	Continuously and Ongoing
	Other Specify:

Responsible Party for data aggregation and analysis (<i>check each that applies</i>):	Frequency of data aggregation and analysis (<i>check each that applies</i>):
	<input type="text"/>

Performance Measure:

Number of approved provider applications, by provider type, that satisfied all licensure and/or certification standards as outlined in the application at time of re-credentialing, divided by the total number of approved provider applications with license/certification requirement due for re-credentialing during audit period.

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation (<i>check each that applies</i>):	Frequency of data collection/generation (<i>check each that applies</i>):	Sampling Approach (<i>check each that applies</i>):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text"/>
Other Specify: <input type="text" value="Fiscal Intermediary"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify:	

	<input style="width: 80%; height: 20px;" type="text"/>	
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Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (<i>check each that applies</i>):	Frequency of data aggregation and analysis (<i>check each that applies</i>):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input style="width: 100%; height: 20px;" type="text" value="Fiscal Intermediary"/>	Annually
	Continuously and Ongoing
	Other Specify: <input style="width: 100%; height: 20px;" type="text"/>

b. Sub-Assurance: The State monitors non-licensed/non-certified providers to assure adherence to waiver requirements.

For each performance measure the State will use to assess compliance with the statutory assurance, complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

Performance Measure:

Number of approved applications for non-licensed/non-credentialed providers, by provider type, who met initial Waiver provider qualification, divided by total number of approved applications for non-licensed/non-credentialed providers

Data Source (Select one):

Reports to State Medicaid Agency on delegated Administrative functions

If 'Other' is selected, specify:

Responsible Party for data	Frequency of data collection/generation	Sampling Approach (<i>check each that applies</i>):
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collection/generation <i>(check each that applies):</i>	<i>(check each that applies):</i>	
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text"/>
Other Specify: <input type="text" value="Fiscal Intermediary"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis <i>(check each that applies):</i>	Frequency of data aggregation and analysis <i>(check each that applies):</i>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input type="text" value="Fiscal Intermediary"/>	Annually

Responsible Party for data aggregation and analysis (<i>check each that applies</i>):	Frequency of data aggregation and analysis (<i>check each that applies</i>):
	Continuously and Ongoing
	Other Specify: <input type="text"/>

Performance Measure:

Number of approved applications for non-licensed/non-credentialed providers, by provider type, who satisfied requirements at time of re-credentialing as outlined in the application, divided by the total number of approved provider applications with license/certification requirement due for re-credentialing during audit period.

Data Source (Select one):

Reports to State Medicaid Agency on delegated

If 'Other' is selected, specify:

Responsible Party for data collection/generation (<i>check each that applies</i>):	Frequency of data collection/generation (<i>check each that applies</i>):	Sampling Approach (<i>check each that applies</i>):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text"/>
Other Specify: <input type="text" value="Fiscal Intermediary"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>

	Other Specify: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	
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Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (<i>check each that applies</i>):	Frequency of data aggregation and analysis(<i>check each that applies</i>):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Fiscal Intermediary</div>	Annually
	Continuously and Ongoing
	Other Specify: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>

c. Sub-Assurance: The State implements its policies and procedures for verifying that provider training is conducted in accordance with state requirements and the approved waiver.

For each performance measure the State will use to assess compliance with the statutory assurance, complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

Performance Measure:

Number of approved providers, by provider type, that meet provider training requirements, divided by total number of approved providers required to meeting training obligations

Data Source (Select one):

Reports to State Medicaid Agency on delegated

If 'Other' is selected, specify:

Responsible Party for data collection/generation <i>(check each that applies):</i>	Frequency of data collection/generation <i>(check each that applies):</i>	Sampling Approach <i>(check each that applies):</i>
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text"/>
Other Specify: <input type="text" value="Fiscal Intermediary"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis <i>(check each that applies):</i>	Frequency of data aggregation and analysis <i>(check each that applies):</i>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify:	Annually

Responsible Party for data aggregation and analysis (<i>check each that applies</i>):	Frequency of data aggregation and analysis (<i>check each that applies</i>):
Fiscal Intermediary	
	Continuously and Ongoing
	Other Specify:

ii. If applicable, in the textbox below provide any necessary additional information on the strategies employed by the State to discover/identify problems/issues within the waiver program, including frequency and parties responsible.

b. Methods for Remediation/Fixing Individual Problems

i. Describe the States method for addressing individual problems as they are discovered. Include information regarding responsible parties and GENERAL methods for problem correction. In addition, provide information on the methods used by the state to document these items.

Waiver leadership staff from DSS, DMHAS, and the FI meet at least quarterly to review operational issues. At this time any questions or issues raised through monitoring and monthly/quarterly reporting are addressed. When provider issues are identified, qualified providers are required to submit a plan of correction with timeframes for completion. If a provider continues to have less than acceptable performance they can be put on enhanced monitoring, can be prohibited from serving any new participants until their performance has reached an acceptable level of quality, can lose their status as a qualified provider for the service(s) with less than acceptable quality, and/or can be removed as a qualified provider altogether.

ii. **Remediation Data Aggregation**

Remediation-related Data Aggregation and Analysis (including trend identification)

Responsible Party (<i>check each that applies</i>):	Frequency of data aggregation and analysis (<i>check each that applies</i>):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: fiscal intermediary	Annually
	Continuously and Ongoing
	Other Specify:

Responsible Party <i>(check each that applies):</i>	Frequency of data aggregation and analysis <i>(check each that applies):</i>

c. Timelines

When the State does not have all elements of the Quality Improvement Strategy in place, provide timelines to design methods for discovery and remediation related to the assurance of Qualified Providers that are currently non-operational.

No

Yes

Please provide a detailed strategy for assuring Qualified Providers, the specific timeline for implementing identified strategies, and the parties responsible for its operation.

Appendix C: Participant Services

C-3: Waiver Services Specifications

Section C-3 'Service Specifications' is incorporated into Section C-1 'Waiver Services.'

Appendix C: Participant Services

C-4: Additional Limits on Amount of Waiver Services

a. Additional Limits on Amount of Waiver Services. Indicate whether the waiver employs any of the following additional limits on the amount of waiver services *(select one)*.

Not applicable- The state does not impose a limit on the amount of waiver services except as provided in Appendix C-3.

Applicable - The state imposes additional limits on the amount of waiver services.

When a limit is employed, specify: (a) the waiver services to which the limit applies; (b) the basis of the limit, including its basis in historical expenditure/utilization patterns and, as applicable, the processes and methodologies that are used to determine the amount of the limit to which a participant's services are subject; (c) how the limit will be adjusted over the course of the waiver period; (d) provisions for adjusting or making exceptions to the limit based on participant health and welfare needs or other factors specified by the state; (e) the safeguards that are in effect when the amount of the limit is insufficient to meet a participant's needs; (f) how participants are notified of the amount of the limit. *(check each that applies)*

Limit(s) on Set(s) of Services. There is a limit on the maximum dollar amount of waiver services that is authorized for one or more sets of services offered under the waiver.

Furnish the information specified above.

Prospective Individual Budget Amount. There is a limit on the maximum dollar amount of waiver services authorized for each specific participant.

Furnish the information specified above.

--

Budget Limits by Level of Support. Based on an assessment process and/or other factors, participants are assigned to funding levels that are limits on the maximum dollar amount of waiver services.

Furnish the information specified above.

--

Other Type of Limit. The state employs another type of limit.

Describe the limit and furnish the information specified above.

<p>The budget limit applies to the total waiver plan budget. Connecticut utilizes 125% of institutional care as a budgetary limit on the Mental Health Waiver program. Participants are notified of budget limits during service planning/plan revision team meetings.</p> <p>This limit applies to all waiver services.</p>
--

Appendix C: Participant Services

C-5: Home and Community-Based Settings

Explain how residential and non-residential settings in this waiver comply with federal HCB Settings requirements at 42 CFR 441.301(c)(4)-(5) and associated CMS guidance. Include:

1. Description of the settings and how they meet federal HCB Settings requirements, at the time of submission and in the future.
2. Description of the means by which the state Medicaid agency ascertains that all waiver settings meet federal HCB Setting requirements, at the time of this submission and ongoing.

Note instructions at Module 1, Attachment #2, HCBS Settings Waiver Transition Plan for description of settings that do not meet requirements at the time of submission. Do not duplicate that information here.

See Main Attachment B

Appendix D: Participant-Centered Planning and Service Delivery

D-1: Service Plan Development (1 of 8)

State Participant-Centered Service Plan Title:

Recovery Plan (RP)

- a. Responsibility for Service Plan Development.** Per 42 CFR §441.301(b)(2), specify who is responsible for the development of the service plan and the qualifications of these individuals (*select each that applies*):

Registered nurse, licensed to practice in the state

Licensed practical or vocational nurse, acting within the scope of practice under state law

Licensed physician (M.D. or D.O)

Case Manager (qualifications specified in Appendix C-1/C-3)

Case Manager (qualifications not specified in Appendix C-1/C-3).

Specify qualifications:

[Empty rectangular box]

Social Worker

Specify qualifications:

[Empty rectangular box]

Other

Specify the individuals and their qualifications:

A licensed, or license eligible, mental health professional including a registered nurse, psychologist, clinical social worker, marriage and family therapist, professional counselor and psychiatrist, with at least three years experience

Appendix D: Participant-Centered Planning and Service Delivery

D-1: Service Plan Development (2 of 8)

b. Service Plan Development Safeguards. *Select one:*

Entities and/or individuals that have responsibility for service plan development may not provide other direct waiver services to the participant.

Entities and/or individuals that have responsibility for service plan development may provide other direct waiver services to the participant.

The state has established the following safeguards to ensure that service plan development is conducted in the best interests of the participant. *Specify:*

[Empty rectangular box]

Appendix D: Participant-Centered Planning and Service Delivery

D-1: Service Plan Development (3 of 8)

c. Supporting the Participant in Service Plan Development. Specify: (a) the supports and information that are made available to the participant (and/or family or legal representative, as appropriate) to direct and be actively engaged in the service plan development process and (b) the participant's authority to determine who is included in the process.

Once an individual is deemed eligible for waiver services, but prior to actual enrollment, he/she will work with a Community Support Clinician who will assist them in completing a person centered assessment and developing an initial Recovery Plan. The participant will have the authority to determine who is included in the development of the Recovery Plan. Family, friends, and anyone of the individual's choosing may participate in developing the Recovery Plan. The individual will be informed of services which are available as part of the Waiver and how the Recovery Plan will be used to guide all supports and services provided to them. Services and supports will be identified to meet the person's unique desires and needs, regardless of funding source and may include state plan services, general community resources, and natural support networks.

The Recovery Planning process will promote and encourage the person and those people who know and care for him or her to take the lead in directing this process and in planning, choosing, managing, and evaluating supports and services. The Recovery Planning process will offer people the opportunities to lead self-determined lifestyles and exercise greater control in their lives. The person will be viewed holistically to develop a plan of supports and services that is meaningful to him or her.

Appendix D: Participant-Centered Planning and Service Delivery

D-1: Service Plan Development (4 of 8)

d. Service Plan Development Process. In four pages or less, describe the process that is used to develop the participant-centered service plan, including: (a) who develops the plan, who participates in the process, and the timing of the plan; (b) the types of assessments that are conducted to support the service plan development process, including securing information about participant needs, preferences and goals, and health status; (c) how the participant is informed of the services that are available under the waiver; (d) how the plan development process ensures that the service plan addresses participant goals, needs (including health care needs), and preferences; (e) how waiver and other services are coordinated; (f) how the plan development process provides for the assignment of responsibilities to implement and monitor the plan; and, (g) how and when the plan is updated, including when the participant's needs change. State laws, regulations, and policies cited that affect the service plan development process are available to CMS upon request through the Medicaid agency or the operating agency (if applicable):

The Community Support Clinician will be responsible for assisting the participant in developing the Recovery Plan. The Recovery Plan will outline in writing the services that will be provided to the participant to meet his/her identified needs, taking into account their individual strengths, capacities, preferences, and desired outcomes.

Prior to the development of a Recovery Plan, the Community Support Clinician will complete an assessment of the participant. The assessment, at a minimum will include the following components:

1. Psychosocial history including:
 - a. behavioral health treatment history
 - b. behavioral risk factors
 - c. psychiatric symptoms and behaviors
 - d. current mental status
 - e. alcohol/drug history
 - f. natural supports
 - g. diagnosis
2. Functional Skills Assessment including:
 - a. personal care
 - b. independent living skills
 - c. safety
 - d. money management
 - e. interpersonal communication skills
 - f. health awareness
 - g. coping skills
 - h. cognitive functioning
 - i. assessment of health care needs.

Once the assessment is completed, the Recovery Planning process will commence. Participants will develop their Recovery Plan with the Community Support Clinician. The participant will have the authority to determine who is included in the development of the Recovery Plan. Family, friends, and anyone of the individual's choosing may participate in developing the Recovery Plan. The Community Support Clinician will maximize the extent to which the individual participates by:

- Explaining the Recovery Planning process;
- Assisting the participant to explore and identify his/her preferences, strengths and capacities, desired outcomes, goals, and the services and supports that will assist him/her in achieving desired outcomes;
- Identifying and reviewing with the participant issues to be discussed during the Recovery Planning process; and
- Providing information regarding the participant's choice to self-direct his or her care;
- Sharing the description of service information with participants so that they are informed about the array of supports that are available; and
- Giving each participant the opportunity to determine the location and time of planning meetings, participants attending the meetings, and frequency and length of the meetings.

The participant, with the assistance of family, friends, the Community Support Clinician, and others of the individual's choosing will develop an initial Recovery Plan. The initial Recovery Plan will include identified strengths and barriers; the participant's desired goals, and specific short-term objectives. In addition, the Recovery Plan will include the specific services to be provided and the frequency, intensity and duration of services. The plan will identify all services and supports needed by the individual including services included in the Medicaid state plan as well as services offered by other state agencies, general community resources, and natural supports. It will also identify (when applicable) the specific organization that will be requested to offer more formal treatment and support services. Once the Recovery Plan is developed, the participant and/or their representative are asked to sign off on the plan indicating their approval and/or agreement with it.

The Community Support Clinician will be responsible for monitoring the Recovery Plan semi annually or more frequently if needed. The frequency with which monitoring will be performed may vary based on risk factors that are identified during the assessment and Recovery Plan development process and during subsequent reviews.

After the Recovery Plan has been developed, the Community Support Clinician will prepare the cost sheet. The cost sheet will also be completed when the Recovery Plan is significantly revised.

Appendix D: Participant-Centered Planning and Service Delivery

D-1: Service Plan Development (5 of 8)

- e. Risk Assessment and Mitigation.** Specify how potential risks to the participant are assessed during the service plan development process and how strategies to mitigate risk are incorporated into the service plan, subject to participant needs and preferences. In addition, describe how the service plan development process addresses backup plans and the arrangements that are used for backup.

The responsibility to assure health and welfare is balanced with the waiver participant's right to choose their services and their providers. It is imperative to accurately identify the services and supports that are needed to ensure the health and welfare of the waiver participant. During the service plan development process, the Community Support Clinician, the participant and his/her representative, and any other person identified by the participant collaborate to assess individuals from a multidimensional perspective as well as any risk factors including: inadequate supervision, social isolation, cognitive impairment, fall risk, inability to summon assistance, emotional and behavioral issues, and communication capabilities. This information is used to provide the background necessary to identify areas of potential risk to the waiver participant.

When risk issues are identified, the Community Support Clinician provides feedback to the waiver participant regarding the area(s) of concern. This allows the participant and the Community Support Clinician to have a dialogue and exchange of ideas on how to mitigate the risk by developing a back up plan in collaboration with the participant and/or their representative. An Emergency Backup Plan identifies informal, in-kind support from family, friends, or neighbors, and formal, provided by the service agency. Each contracted agency is responsible for providing back up services for clients identified as being at risk in the absence of formal Waiver services being provided for a specified period of time. All participants are reviewed for the need for a back up plan. The waiver participant has the right to accept, reject or modify recommendations that address risk.

If a waiver participant's choices are such that the waiver program is concerned that it will not be able to assure the waiver participant's health and welfare, this concern is clearly discussed with the waiver participant. If the waiver participant's health and welfare can be assured, then the waiver participant can remain on the waiver. If this is not possible, then the waiver participant is issued a Notice of Action (NOA), indicating discontinuance from the waiver. The participant is informed that they have a right to a fair hearing, pursuant to Medicaid rules and the NOA includes information about their right to a fair hearing.

Appendix D: Participant-Centered Planning and Service Delivery

D-1: Service Plan Development (6 of 8)

- f. Informed Choice of Providers.** Describe how participants are assisted in obtaining information about and selecting from among qualified providers of the waiver services in the service plan.

During the development of the Recovery Plan, participants will select providers from a list prepared by the Fiscal Intermediary. DMHAS will maintain the list of waiver providers according to geographic areas within the state, and the list may vary by geographic area. The Community Support Clinician will describe the services available from providers on the list. Participants will choose providers from the list and their signature on the Recovery Plan acknowledges freedom of choice.

Appendix D: Participant-Centered Planning and Service Delivery

D-1: Service Plan Development (7 of 8)

- g. Process for Making Service Plan Subject to the Approval of the Medicaid Agency.** Describe the process by which the service plan is made subject to the approval of the Medicaid agency in accordance with 42 CFR §441.301(b)(1)(i):

DSS staff review 100% of all new service plans and must authorize them in order to initiate service. DSS staff also review all revisions of service plans resulting from annual re evaluation.

DSS Utilization Review Nurses match identified needs with services to ensure all health and safety needs are being met. DMHAS and DSS will determine if the cost of the Waiver services necessary to ensure the participant's health and safety does not exceed the cost limit established by the state.

DMHAS or designee conducts quarterly Quality Review of a randomly selected sample of Recovery Plans. The review will include the following:

- Completeness of plan which includes all necessary services (waiver and non-waiver services) being listed in terms of amount, frequency, duration and planned provider(s), including assurances of the consumers' freedom of choice of waiver and non-waiver providers;
- Consistency of the plan with assessment information regarding consumers' needs.

Summary reports including discovery and remediation are submitted quarterly to DSS for review and comment.

Appendix D: Participant-Centered Planning and Service Delivery

D-1: Service Plan Development (8 of 8)

h. Service Plan Review and Update. The service plan is subject to at least annual periodic review and update to assess the appropriateness and adequacy of the services as participant needs change. Specify the minimum schedule for the review and update of the service plan:

Every three months or more frequently when necessary

Every six months or more frequently when necessary

Every twelve months or more frequently when necessary

Other schedule

Specify the other schedule:

i. Maintenance of Service Plan Forms. Written copies or electronic facsimiles of service plans are maintained for a minimum period of 3 years as required by 45 CFR §92.42. Service plans are maintained by the following (*check each that applies*):

Medicaid agency

Operating agency

Case manager

Other

Specify:

Appendix D: Participant-Centered Planning and Service Delivery

D-2: Service Plan Implementation and Monitoring

a. Service Plan Implementation and Monitoring. Specify: (a) the entity (entities) responsible for monitoring the implementation of the service plan and participant health and welfare; (b) the monitoring and follow-up method(s) that are used; and, (c) the frequency with which monitoring is performed.

Service Plan Implementation

The Community Support Clinicians are responsible for monitoring the implementation of the service plan and participant health and welfare. The Community Support Clinicians will contact the participant, and any organizations that are identified in the Recovery Plan to discuss implementation.

Monitoring of the Recovery Plan

The purpose of monitoring will be to ensure that waiver services are furnished in accordance with the Recovery Plan, meet the participant's needs and achieve their intended outcomes. Monitoring will also be conducted to identify any problems related to the participant's health and welfare that may require action.

The Community Support Clinician will be responsible for monitoring the Recovery Plan semi annually or more frequently if needed. The frequency with which monitoring will be performed may vary based on risk factors that are identified during the assessment and Recovery Plan development process and during subsequent reviews. The Community Support Clinician will use interviews (e.g., with principal clinician), provider progress notes, chart reviews and other data to determine whether:

- Services are furnished in accordance with the service plan;
- Participants have access to waiver services identified in the service plan
- Services continue to meet the needs of the participant;
- Back-up plans are effective;
- Participant health and welfare is assured;
- Participants continue to be offered and exercise free choice of providers; and,
- Participants have access to non-waiver services identified in the Recovery Plan, including access to health services.

These semi annual meetings will be face to face and include the participant, key providers and other individuals chosen by the participant. The meetings will also review the service implementation status, care efficacy, and participant progress. Participant safety, and health and welfare also will be reviewed. At these meetings, Recovery Plans will be adjusted congruent with consumer's needs.

The participant, caregiver(s), or service providers experiencing or identifying a problem with the implementation of a Recovery Plan will also immediately contact the participant's Community Support Clinician. The Community Support Clinician will then contact the participant, providers and/or caregiver(s) to assess the problem and strategize possible solutions. Solutions may include:

- Conducting a meeting to revise the Recovery Plan, if the scope or amount of services are not appropriate for the participant
- Contacting the necessary providers regarding any engagement and performance issues.
- On-site reviews to assess and resolve any health and safety issues.

Recovery Plans are also reviewed as part of ongoing Quality Assurance efforts. Results are summarized as part of a Quarterly Quality Review report. Individual issues identified are brought to the attention of the DMHAS Waiver Manager for remediation as appropriate.

b. Monitoring Safeguards. *Select one:*

Entities and/or individuals that have responsibility to monitor service plan implementation and participant health and welfare may not provide other direct waiver services to the participant.

Entities and/or individuals that have responsibility to monitor service plan implementation and participant health and welfare may provide other direct waiver services to the participant.

The state has established the following safeguards to ensure that monitoring is conducted in the best interests of the participant. *Specify:*

The waiver currently employs staff from state agencies, private non profit organizations and staff that may have outside employment in agencies that may intersect with their work on the waiver. This therefore could pose a conflict of interest for staff. As a result, the program instituted an ethics policy that outlines acceptable practice within the waiver. Client choice is the guiding principal under which mental health waiver services are provided and staff may not direct participants to select services from an agency with whom the employee has a paid professional relationship. If a participant chooses services at an agency with whom an employee has such a relationship, they must clearly document the participants choice in the client record with notification to their immediate supervisor.

Annually, staff will be required to review the policy and sign a statement attesting to their paid professional relationship with outside employers.

The fiscal intermediary will conduct quarterly audits of staff from private non profit agencies as well as staff with dual employment relationships. The results of these audits will be shared with mental health waiver manager for discussion during combined operating agency leadership meetings.

Appendix D: Participant-Centered Planning and Service Delivery

Quality Improvement: Service Plan

As a distinct component of the States quality improvement strategy, provide information in the following fields to detail the States methods for discovery and remediation.

a. Methods for Discovery: Service Plan Assurance/Sub-assurances

The state demonstrates it has designed and implemented an effective system for reviewing the adequacy of service plans for waiver participants.

i. Sub-Assurances:

- a. *Sub-assurance: Service plans address all participants assessed needs (including health and safety risk factors) and personal goals, either by the provision of waiver services or through other means.*

Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

Performance Measure:

Number of participants who have Recovery Plans that are adequate and appropriate to their needs as addressed in the assessment, including health and safety risk factors, divided by total number of approved Recovery Plans in effect during audit period

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation <i>(check each that applies):</i>	Frequency of data collection/generation <i>(check each that applies):</i>	Sampling Approach <i>(check each that applies):</i>
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State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-left: 20px;">95%</div>
Other Specify: <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-left: 20px;">Contracted entity</div>	Annually	Stratified Describe Group: <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 20px;"></div>
	Continuously and Ongoing	Other Specify: <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 20px;"></div>
	Other Specify: <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 20px;"></div>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 20px;"></div>	Annually
	Continuously and Ongoing

Responsible Party for data aggregation and analysis (<i>check each that applies</i>):	Frequency of data aggregation and analysis (<i>check each that applies</i>):
	Other Specify: <input type="text"/>

Performance Measure:

Number of Recovery Plans that address participant identified goals, divided by total number of approved Recovery Plans effective during audit period

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation (<i>check each that applies</i>):	Frequency of data collection/generation (<i>check each that applies</i>):	Sampling Approach (<i>check each that applies</i>):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text" value="95%"/>
Other Specify: <input type="text" value="Contracted entity"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify:	

	<input style="width: 80%; height: 20px;" type="text"/>	
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Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis(check each that applies):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input style="width: 100%; height: 20px;" type="text"/>	Annually
	Continuously and Ongoing
	Other Specify: <input style="width: 100%; height: 20px;" type="text"/>

Performance Measure:

Number of participant case records that include a risk mitigation strategy, divided by total number of active cases during audit period

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation (check each that applies):	Frequency of data collection/generation (check each that applies):	Sampling Approach (check each that applies):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval =

		<input type="text" value="95%"/>
Other Specify: <input type="text" value="Contracted entity"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (<i>check each that applies</i>):	Frequency of data aggregation and analysis(<i>check each that applies</i>):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input type="text"/>	Annually
	Continuously and Ongoing
	Other Specify: <input type="text"/>

b. Sub-assurance: The State monitors service plan development in accordance with its policies and procedures.

Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

c. Sub-assurance: Service plans are updated/revised at least annually or when warranted by changes in the waiver participants needs.

Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

Performance Measure:

Number of Recovery Plans that are updated/revised at least annually or when warranted by changes in participant needs, divided by total number of approved Recovery Plans active during audit period.

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation <i>(check each that applies):</i>	Frequency of data collection/generation <i>(check each that applies):</i>	Sampling Approach <i>(check each that applies):</i>
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <div style="border: 1px solid black; padding: 2px; display: inline-block;">95%</div>
Other Specify:	Annually	Stratified Describe Group:

<input type="text" value="Contracted entity"/>		<input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (<i>check each that applies</i>):	Frequency of data aggregation and analysis (<i>check each that applies</i>):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input type="text"/>	Annually
	Continuously and Ongoing
	Other Specify: <input type="text"/>

d. Sub-assurance: Services are delivered in accordance with the service plan, including the type, scope, amount, duration and frequency specified in the service plan.

Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the

method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

Performance Measure:

Number and percentage of waiver participants who report via HCBS CAHPS survey that their staff come to work on time. Numerator is number of survey respondents who report their staff come to work on time and denominator is number of participants who completed the HCBS CAHPS survey

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation <i>(check each that applies):</i>	Frequency of data collection/generation <i>(check each that applies):</i>	Sampling Approach <i>(check each that applies):</i>
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input data-bbox="1078 1126 1264 1205" type="text" value="95%"/>
Other Specify: <input data-bbox="408 1350 644 1391" type="text" value="Contracted entity"/>	Annually	Stratified Describe Group: <input data-bbox="1078 1350 1264 1429" type="text"/>
	Continuously and Ongoing	Other Specify: <input data-bbox="1078 1574 1264 1653" type="text"/>
	Other Specify: <input data-bbox="718 1798 954 1877" type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis <i>(check each that applies):</i>	Frequency of data aggregation and analysis <i>(check each that applies):</i>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input type="text"/>	Annually
	Continuously and Ongoing
	Other Specify: <input type="text"/>

Performance Measure:

Number and percentage of participants who have completed the HCBS CAHPS survey who report that staff worked as long as they were supposed to. Numerator is number of clients who indicate in responses to HCBS CAHPS survey that staff worked as long as they were supposed to and denominator is number of participants who completed the survey.

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation <i>(check each that applies):</i>	Frequency of data collection/generation <i>(check each that applies):</i>	Sampling Approach <i>(check each that applies):</i>
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text" value="95%"/>

Other Specify: <input type="text" value="Contracted entity"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (<i>check each that applies</i>):	Frequency of data aggregation and analysis(<i>check each that applies</i>):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input type="text"/>	Annually
	Continuously and Ongoing
	Other Specify: <input type="text"/>

Performance Measure:

Number and percent of participant records that document waiver services were delivered in the type,scope,amount,duration,and frequency per the service plan. Numerator is number of waiver participant records documenting that waiver services were delivered in the type,scope,amount,duration,and frequency per the service plan. Denominator is number of waiver participants whose records were reviewed.

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation <i>(check each that applies):</i>	Frequency of data collection/generation <i>(check each that applies):</i>	Sampling Approach <i>(check each that applies):</i>
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text" value="95%"/>
Other Specify: <input type="text" value="contracted entity"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis <i>(check each that applies):</i>	Frequency of data aggregation and analysis <i>(check each that applies):</i>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly

Responsible Party for data aggregation and analysis (<i>check each that applies</i>):	Frequency of data aggregation and analysis (<i>check each that applies</i>):
Other Specify: <input type="text"/>	Annually
	Continuously and Ongoing
	Other Specify: <input type="text"/>

e. Sub-assurance: Participants are afforded choice: Between/among waiver services and providers.

Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

Performance Measure:

Number of waiver participants with a signed recovery plan demonstrating a choice in providers, divided by number of recovery plans reviewed.

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation (<i>check each that applies</i>):	Frequency of data collection/generation (<i>check each that applies</i>):	Sampling Approach (<i>check each that applies</i>):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval =

		95%
Other Specify: <input type="text" value="Contracted entity"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (<i>check each that applies</i>):	Frequency of data aggregation and analysis(<i>check each that applies</i>):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input type="text"/>	Annually
	Continuously and Ongoing
	Other Specify: <input type="text"/>

ii. If applicable, in the textbox below provide any necessary additional information on the strategies employed by the State to discover/identify problems/issues within the waiver program, including frequency and parties responsible.

The MH Waiver Manager or designated staff conducts record audits on a random sample of case records to ensure compliance with performance measures outlined in the waiver. Reviews are summarized in a Quarterly Quality Improvement Report. All Recovery Plans are submitted to the state Medicaid agency for authorization.

b. Methods for Remediation/Fixing Individual Problems

- i. Describe the States method for addressing individual problems as they are discovered. Include information regarding responsible parties and GENERAL methods for problem correction. In addition, provide information on the methods used by the state to document these items.

The MH Waiver Manager or designated staff notifies the Community Support Clinicians in writing of findings from record audits. Corrective actions are completed by the Community Support Clinicians within 30 days and results reported back to the Waiver Manager or designee.

ii. Remediation Data Aggregation

Remediation-related Data Aggregation and Analysis (including trend identification)

Responsible Party <i>(check each that applies):</i>	Frequency of data aggregation and analysis <i>(check each that applies):</i>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <div style="border: 1px solid black; padding: 2px; width: fit-content;">Fiscal Intermediary</div>	Annually
	Continuously and Ongoing
	Other Specify: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>

c. Timelines

When the State does not have all elements of the Quality Improvement Strategy in place, provide timelines to design methods for discovery and remediation related to the assurance of Service Plans that are currently non-operational.

No

Yes

Please provide a detailed strategy for assuring Service Plans, the specific timeline for implementing identified strategies, and the parties responsible for its operation.

Appendix E: Participant Direction of Services

Applicability *(from Application Section 3, Components of the Waiver Request):*

Yes. This waiver provides participant direction opportunities. Complete the remainder of the Appendix.

No. This waiver does not provide participant direction opportunities. Do not complete the remainder of the

Appendix.

CMS urges states to afford all waiver participants the opportunity to direct their services. Participant direction of services includes the participant exercising decision-making authority over workers who provide services, a participant-managed budget or both. CMS will confer the Independence Plus designation when the waiver evidences a strong commitment to participant direction.

Indicate whether Independence Plus designation is requested (*select one*):

Yes. The state requests that this waiver be considered for Independence Plus designation.

No. Independence Plus designation is not requested.

Appendix E: Participant Direction of Services

E-1: Overview (1 of 13)

a. Description of Participant Direction. In no more than two pages, provide an overview of the opportunities for participant direction in the waiver, including: (a) the nature of the opportunities afforded to participants; (b) how participants may take advantage of these opportunities; (c) the entities that support individuals who direct their services and the supports that they provide; and, (d) other relevant information about the waiver's approach to participant direction.

The Waiver will provide participant-directed options for individuals who choose to direct the development of their Recovery Plans and to have choice and control over the selection and management of Recovery Assistant and Overnight Recovery Assistant services. Individuals will have employer authority for those services they choose to self-direct.

The development of the Recovery Plan will be participant led. During the planning process services and supports will be identified to meet the person's unique desires and needs, regardless of funding source and may include state plan services, generic resources, and natural support networks. At the time of the planning process, the Community Support Clinician will ensure the person and/or representative has sufficient information available to make informed choices about the option to self-direct Recovery Assistant and Overnight Recovery Assistant services. The Community Support Clinician will also ensure the individual has the information to make informed selections of qualified waiver providers. Community Support Clinicians will also notify individuals about their ability to change providers when they are not satisfied with a provider's performance.

Self-direction will be included in the Recovery Plan to the extent the individual and/or representative wishes to directly manage services and supports. Participants can self-direct individuals that provide Recovery Assistant and Overnight Recovery Assistant Services. Participants who choose to self-direct these services will be referred to a Fiscal Intermediary (FI) that will function as their agent to carry out the role of common-law employer. The participant will be the employer of record for employees hired to provide Recovery Assistant and/or Overnight Recovery Assistant Services and maintains the ability to select, schedule and supervise those workers.

The FI provides training and support to the participant, describing in detail the participant's responsibility as a household employer and reviews the roles of hiring, recruiting, supervising and managing the Recovery Assistant and Overnight Recovery Assistant. As part of this process they advise the participant of the potential liabilities associated with employer authority. Specific tasks performed by the FI will include:

- Assist the participant to identify and recruit qualified employees that can provide these services;
- Developing a registry of individuals that provide these services;
- Developing an enrollment packet for individuals that will provide these services;
- Performing background checks on prospective individuals who will provide these services;
- Providing information and training materials to assist in employment and training of workers;
- Facilitating the meeting with the participant and the individual providing these services;
- Managing, on a monthly basis, all invoices from individual employees who provide Recovery Assistant services against the amount of services authorized in a participant's Recovery Plan and
- Developing fiscal accounting and expenditure reports
- Reporting on problems regarding participant directed services to the Community Support Clinician.

The FI will work on behalf of Waiver participants for the purpose of managing the payroll task for the participant's employees who provide Recovery Assistant and/or Overnight Recovery Assistant Services. In addition the FI will be responsible to individuals that provide these services for the following activities:

- Withholding federal, state and local tax payments including FICA and FUTA;
- File the necessary tax forms for the IRS and the State of Connecticut;
- Provide individuals with the necessary tax information on a timely basis;
- File and withhold state unemployment insurance tax; and
- Making payment for invoices submitted by individuals providing these services.

The FI will not provide any services directly. The FI service will be delivered as an administrative cost and is not included in individual budgets.

Appendix E: Participant Direction of Services

E-1: Overview (2 of 13)

b. Participant Direction Opportunities. Specify the participant direction opportunities that are available in the waiver.

Select one:

Participant: Employer Authority. As specified in *Appendix E-2, Item a*, the participant (or the participant's representative) has decision-making authority over workers who provide waiver services. The participant may function as the common law employer or the co-employer of workers. Supports and protections are available for

participants who exercise this authority.

Participant: Budget Authority. As specified in *Appendix E-2, Item b*, the participant (or the participant's representative) has decision-making authority over a budget for waiver services. Supports and protections are available for participants who have authority over a budget.

Both Authorities. The waiver provides for both participant direction opportunities as specified in *Appendix E-2*. Supports and protections are available for participants who exercise these authorities.

c. Availability of Participant Direction by Type of Living Arrangement. *Check each that applies:*

Participant direction opportunities are available to participants who live in their own private residence or the home of a family member.

Participant direction opportunities are available to individuals who reside in other living arrangements where services (regardless of funding source) are furnished to fewer than four persons unrelated to the proprietor.

The participant direction opportunities are available to persons in the following other living arrangements

Specify these living arrangements:

Appendix E: Participant Direction of Services

E-1: Overview (3 of 13)

d. Election of Participant Direction. Election of participant direction is subject to the following policy (*select one*):

Waiver is designed to support only individuals who want to direct their services.

The waiver is designed to afford every participant (or the participant's representative) the opportunity to elect to direct waiver services. Alternate service delivery methods are available for participants who decide not to direct their services.

The waiver is designed to offer participants (or their representatives) the opportunity to direct some or all of their services, subject to the following criteria specified by the state. Alternate service delivery methods are available for participants who decide not to direct their services or do not meet the criteria.

Specify the criteria

Appendix E: Participant Direction of Services

E-1: Overview (4 of 13)

e. Information Furnished to Participant. Specify: (a) the information about participant direction opportunities (e.g., the benefits of participant direction, participant responsibilities, and potential liabilities) that is provided to the participant (or the participant's representative) to inform decision-making concerning the election of participant direction; (b) the entity or entities responsible for furnishing this information; and, (c) how and when this information is provided on a timely basis.

The Community Support Clinicians and the Fiscal Intermediary (FI) will provide information to Waiver participants regarding participant direction of Recovery Assistant and Overnight Recovery Assistant Services. Individuals will be informed of participant directed services during the assessment and Recovery Planning process. After completing the assessment the Community Support Clinician will coordinate the Recovery Planning process and provide a continuing source of supports to participants after the Recovery Plan has been developed. The members of the Recovery Planning team will include the participant, the Community Support Clinician and any other persons chosen by the participant. At this meeting, and in subsequent meetings to revise the Recovery Plan, the Community Support Clinician will provide information to the participant regarding the opportunity to direct their own care and assume employer authority of Recovery Assistant and Overnight Recovery Assistant services. An individual may also have a representative do this on their behalf.

If an individual chooses to direct their own Recovery Assistant and/or Overnight Recovery Assistant services they will be connected with the Fiscal Intermediary (FI) by the Community Support Clinician. The FI will provide training to the participant and/or their representative regarding employer responsibilities. They also provide step-by-step explanations that include examples of required forms. The FI describes in detail the participant's responsibility as a household employer and reviews the roles of hiring, recruiting, supervising and managing the Recovery Assistant. As part of this process they advise the participant of the potential liabilities associated with employer authority.

Appendix E: Participant Direction of Services

E-1: Overview (5 of 13)

f. Participant Direction by a Representative. Specify the state's policy concerning the direction of waiver services by a representative (*select one*):

The state does not provide for the direction of waiver services by a representative.

The state provides for the direction of waiver services by representatives.

Specify the representatives who may direct waiver services: (*check each that applies*):

Waiver services may be directed by a legal representative of the participant.

Waiver services may be directed by a non-legal representative freely chosen by an adult participant.

Specify the policies that apply regarding the direction of waiver services by participant-appointed representatives, including safeguards to ensure that the representative functions in the best interest of the participant:

Legal representatives and other representatives may be appointed by a Waiver participant to assist them in directing certain services. These representatives will only assist individuals to manage participant directed services. The appointment of the representative will be done during the recovery planning process or during their participation in the Waiver. The Community Support Clinician will review the participant's request for appointing a representative to assist with directing their care and ensure that this appointment does not present a conflict of interest. In addition, these representatives will not be allowed to provide a Waiver service. Waiver recipients will be encouraged, but not required, to execute a limited power of attorney to allow other representatives to manage their participant directed service.

Appendix E: Participant Direction of Services

E-1: Overview (6 of 13)

g. Participant-Directed Services. Specify the participant direction opportunity (or opportunities) available for each waiver service that is specified as participant-directed in Appendix C-1/C-3.

Waiver Service	Employer Authority	Budget Authority
Recovery Assistant		

Waiver Service	Employer Authority	Budget Authority
Overnight Recovery Assistant		

Appendix E: Participant Direction of Services

E-1: Overview (7 of 13)

h. Financial Management Services. Except in certain circumstances, financial management services are mandatory and integral to participant direction. A governmental entity and/or another third-party entity must perform necessary financial transactions on behalf of the waiver participant. *Select one:*

Yes. Financial Management Services are furnished through a third party entity. (Complete item E-1-i).

Specify whether governmental and/or private entities furnish these services. *Check each that applies:*

Governmental entities

Private entities

No. Financial Management Services are not furnished. Standard Medicaid payment mechanisms are used. Do not complete Item E-1-i.

Appendix E: Participant Direction of Services

E-1: Overview (8 of 13)

i. Provision of Financial Management Services. Financial management services (FMS) may be furnished as a waiver service or as an administrative activity. *Select one:*

FMS are covered as the waiver service specified in Appendix C-1/C-3

The waiver service entitled:

FMS are provided as an administrative activity.

Provide the following information

i. Types of Entities: Specify the types of entities that furnish FMS and the method of procuring these services:

DSS and DMHAS will competitively procure the services of a fiscal intermediary to coordinate Recovery Assistants and Overnight Recovery Assistants.

ii. Payment for FMS. Specify how FMS entities are compensated for the administrative activities that they perform:

The fiscal intermediary will be paid quarterly for activities set forth in the contract with DSS and DMHAS. The fiscal intermediary is paid a flat rate for all services rendered which include administrative activity for provision of financial management services.

iii. Scope of FMS. Specify the scope of the supports that FMS entities provide (*check each that applies*):

Supports furnished when the participant is the employer of direct support workers:

Assist participant in verifying support worker citizenship status

Collect and process timesheets of support workers

Process payroll, withholding, filing and payment of applicable federal, state and local employment-

related taxes and insurance

Other

Specify:

- Identifies and recruits individuals that can provide Recovery Assistant and Overnight Recovery Assistant Services;
- Develops a registry of individuals that provide Recovery Assistant and Overnight Recovery Assistant Services;
- Develops an enrollment packet for individuals that will provide Recovery Assistant and Overnight Recovery Assistant Services;
- Performs background checks on prospective individuals who will provide Recovery Assistant and Overnight Recovery Assistant Services:
- Provides information and training materials to assist in employment and training of workers, including problem solving, ongoing performance evaluation and termination;
- Facilitates the meeting with the Participant and the individual providing Recovery Assistant and/or Overnight Recovery Assistant Services;
- Manages, on a monthly basis, all invoices for Recovery Assistant and Overnight Recovery Assistant Services against the amount of Recovery Assistant and Overnight Recovery Assistant Services authorized in a Participants Recovery Plan and,
- Develops fiscal accounting and expenditure reports.

Supports furnished when the participant exercises budget authority:

Maintain a separate account for each participant's participant-directed budget

Track and report participant funds, disbursements and the balance of participant funds

Process and pay invoices for goods and services approved in the service plan

Provide participant with periodic reports of expenditures and the status of the participant-directed budget

Other services and supports

Specify:

Additional functions/activities:

Execute and hold Medicaid provider agreements as authorized under a written agreement with the Medicaid agency

Receive and disburse funds for the payment of participant-directed services under an agreement with the Medicaid agency or operating agency

Provide other entities specified by the state with periodic reports of expenditures and the status of the participant-directed budget

Other

Specify:

iv. Oversight of FMS Entities. Specify the methods that are employed to: (a) monitor and assess the performance of FMS entities, including ensuring the integrity of the financial transactions that they perform; (b) the entity (or

entities) responsible for this monitoring; and, (c) how frequently performance is assessed.

DSS and DMHAS will assess the performance of the functions that will be performed by the fiscal intermediary. The methods and frequency of this review are as follows:

- 1) The fiscal intermediary will provide DSS and DMHAS with quarterly and ad hoc reports
- 2) DSS and DMHAS will perform on-site administrative and operational reviews
- 3) DSS and DMHAS will attend trainings administered or approved by the fiscal intermediary to assess content and quality
- 4) DSS and DMHAS will collect information from participants and providers regarding the satisfaction with the fiscal intermediary's performance. This may include: focus groups, phone and face-to-face interviews.
- 5) Ongoing correspondence between the fiscal intermediary and DSS staff regarding progress on deliverables. (e.g. claims processing)

Appendix E: Participant Direction of Services

E-1: Overview (9 of 13)

j. Information and Assistance in Support of Participant Direction. In addition to financial management services, participant direction is facilitated when information and assistance are available to support participants in managing their services. These supports may be furnished by one or more entities, provided that there is no duplication. Specify the payment authority (or authorities) under which these supports are furnished and, where required, provide the additional information requested (*check each that applies*):

Case Management Activity. Information and assistance in support of participant direction are furnished as an element of Medicaid case management services.

Specify in detail the information and assistance that are furnished through case management for each participant direction opportunity under the waiver:

Waiver Service Coverage.

Information and assistance in support of participant direction are provided through the following waiver service coverage(s) specified in Appendix C-1/C-3 (check each that applies):

Participant-Directed Waiver Service	Information and Assistance Provided through this Waiver Service Coverage
Home Delivered Meals	
Interpreter	
Mental Health Counseling	
Community Support	
Specialized Medical Equipment	
Chore Services	
Peer Supports	
Assisted Living	
Transitional Case Management	

Participant-Directed Waiver Service	Information and Assistance Provided through this Waiver Service Coverage
Personal Emergency Response Systems	
Adult Day Health	
Supported Employment	
Home Accessibility Adaptations	
Assistive Technology	
Recovery Assistant	
Overnight Recovery Assistant	
Non-medical transportation	
Brief Episode Stabilization	

Administrative Activity. Information and assistance in support of participant direction are furnished as an administrative activity.

Specify (a) the types of entities that furnish these supports; (b) how the supports are procured and compensated; (c) describe in detail the supports that are furnished for each participant direction opportunity under the waiver; (d) the methods and frequency of assessing the performance of the entities that furnish these supports; and, (e) the entity or entities responsible for assessing performance:

The Community Support Clinician, staffed by DMHAS or under contract with DMHAS, will provide information to the waiver participant to support their efforts to direct their own services. This will occur during the initial Recovery Planning process and during reviews and updates to the plan. If the individual elects to direct their own services, they will be referred to the fiscal intermediary to provide employer related services. These include:

- Identifying and recruiting individuals that can provide Recovery Assistant and Overnight Recovery Assistant Services;
- Maintaining a registry of individuals that provide Recovery Assistant and Overnight Recovery Assistant Services;
- Providing an enrollment packet for individuals that will provide Recovery Assistant and Overnight Recovery Assistant Services;
- Performing background checks on prospective individuals who will provide Recovery Assistant and Overnight Recovery Assistant Services;
- Providing information and training materials to assist in employment and training of workers;
- Facilitating the meeting with the Participant and the individual providing Recovery Assistant and Overnight Recovery Assistant Services;
- Managing, on a monthly basis, all invoices for Recovery Assistant and Overnight Recovery Assistant Services against the amount of Recovery Assistant and Overnight Recovery Assistant Services authorized in a Participants Recovery Plan and .
- Developing fiscal accounting and expenditure reports.

The fiscal intermediary will be competitively procured by the DSS and DMHAS. DSS and DMHAS will review the performance of the fiscal intermediary on a quarterly basis. The methods and frequency of this review will be as follows:

- The fiscal intermediary will provide DSS and DMHAS quarterly ad hoc reports
- DSS and DMHAS will perform on-site administrative and operational reviews
- DSS and DMHAS will attend trainings administered or approved by the fiscal intermediary to assess content and quality
- DSS and DMHAS will collect information from participants and providers regarding the satisfaction with the fiscal intermediary's performance. This may include: focus groups, phone and face-to-face interviews.

Appendix E: Participant Direction of Services

E-1: Overview (10 of 13)

k. Independent Advocacy (*select one*).

No. Arrangements have not been made for independent advocacy.

Yes. Independent advocacy is available to participants who direct their services.

Describe the nature of this independent advocacy and how participants may access this advocacy:

DMHAS will refer individuals to independent organizations that will provide consultation, advocacy, resource facilitation, support, information, and training to Waiver participants. Types of independent advocacy organizations include private non profit agencies funded specifically to assist adults with serious mental illnesses access and utilize services to aid in their recovery. These organizations will be intended to enable participants to advocate for themselves for access to services and supports. This will be provided through face to face and telephonic support as well as mailings and web-based information dissemination. The independent advocacy organization will be available by telephone and internet. The organizations providing the advocacy function will not provide direct services, perform assessments or have monitoring oversight or fiscal responsibilities.

Appendix E: Participant Direction of Services

E-1: Overview (11 of 13)

I. Voluntary Termination of Participant Direction. Describe how the state accommodates a participant who voluntarily

terminates participant direction in order to receive services through an alternate service delivery method, including how the state assures continuity of services and participant health and welfare during the transition from participant direction:

Participant direction of self directed Waiver services may be voluntarily terminated. All Waiver services will be available through Waiver agency providers. If a participant chooses to terminate self direction, the Community Support Clinician will aid in the identification of the provider agency to support the participant's need. The Recovery Plan will be revised and the Community Support Clinician will ensure linkage to the appropriate provider in a timely manner.

Appendix E: Participant Direction of Services

E-1: Overview (12 of 13)

m. Involuntary Termination of Participant Direction. Specify the circumstances when the state will involuntarily terminate the use of participant direction and require the participant to receive provider-managed services instead, including how continuity of services and participant health and welfare is assured during the transition.

Participant direction of self directed Waiver services may be involuntarily terminated when a participant does not demonstrate the ability to manage their Recovery Assistant. When an involuntary termination of participant directed services occurs, the participant will be issued a Notice of Action and the individual has the right to a fair hearing pursuant to current DSS Medicaid rules. If a participant self direction is involuntarily terminated, the Community Support Clinician will aid in the identification of the provider agency to support the consumer's need. The Recovery Plan will be revised and the Community Support Clinician will ensure linkage to the appropriate provider in a timely manner.

Appendix E: Participant Direction of Services

E-1: Overview (13 of 13)

n. Goals for Participant Direction. In the following table, provide the state's goals for each year that the waiver is in effect for the unduplicated number of waiver participants who are expected to elect each applicable participant direction opportunity. Annually, the state will report to CMS the number of participants who elect to direct their waiver services.

Table E-1-n

	Employer Authority Only	Budget Authority Only or Budget Authority in Combination with Employer Authority
Waiver Year	Number of Participants	Number of Participants
Year 1	8	
Year 2	10	
Year 3	15	
Year 4	20	
Year 5	25	

Appendix E: Participant Direction of Services

E-2: Opportunities for Participant Direction (1 of 6)

a. Participant - Employer Authority Complete when the waiver offers the employer authority opportunity as indicated in Item E-1-b:

i. Participant Employer Status. Specify the participant's employer status under the waiver. *Select one or both:*

Participant/Co-Employer. The participant (or the participant's representative) functions as the co-employer (managing employer) of workers who provide waiver services. An agency is the common law employer of participant-selected/recruited staff and performs necessary payroll and human resources functions. Supports

are available to assist the participant in conducting employer-related functions.

Specify the types of agencies (a.k.a., agencies with choice) that serve as co-employers of participant-selected staff:

Participant/Common Law Employer. The participant (or the participant's representative) is the common law employer of workers who provide waiver services. An IRS-approved Fiscal/Employer Agent functions as the participant's agent in performing payroll and other employer responsibilities that are required by federal and state law. Supports are available to assist the participant in conducting employer-related functions.

ii. Participant Decision Making Authority. The participant (or the participant's representative) has decision making authority over workers who provide waiver services. *Select one or more decision making authorities that participants exercise:*

Recruit staff

Refer staff to agency for hiring (co-employer)

Select staff from worker registry

Hire staff common law employer

Verify staff qualifications

Obtain criminal history and/or background investigation of staff

Specify how the costs of such investigations are compensated:

The fiscal intermediary performs this function on behalf of the participant. The cost is included in their administrative reimbursement.

Specify additional staff qualifications based on participant needs and preferences so long as such qualifications are consistent with the qualifications specified in Appendix C-1/C-3.

Specify the state's method to conduct background checks if it varies from Appendix C-2-a:

Determine staff duties consistent with the service specifications in Appendix C-1/C-3.

Determine staff wages and benefits subject to state limits

Schedule staff

Orient and instruct staff in duties

Supervise staff

Evaluate staff performance

Verify time worked by staff and approve time sheets

Discharge staff (common law employer)

Discharge staff from providing services (co-employer)

Other

Specify:

Appendix E: Participant Direction of Services

E-2: Opportunities for Participant-Direction (2 of 6)

b. Participant - Budget Authority *Complete when the waiver offers the budget authority opportunity as indicated in Item E-1-b:*

Answers provided in Appendix E-1-b indicate that you do not need to complete this section.

i. Participant Decision Making Authority. When the participant has budget authority, indicate the decision-making authority that the participant may exercise over the budget. *Select one or more:*

Reallocate funds among services included in the budget

Determine the amount paid for services within the state's established limits

Substitute service providers

Schedule the provision of services

Specify additional service provider qualifications consistent with the qualifications specified in Appendix C-1/C-3

Specify how services are provided, consistent with the service specifications contained in Appendix C-1/C-3

Identify service providers and refer for provider enrollment

Authorize payment for waiver goods and services

Review and approve provider invoices for services rendered

Other

Specify:

Appendix E: Participant Direction of Services

E-2: Opportunities for Participant-Direction (3 of 6)

b. Participant - Budget Authority

Answers provided in Appendix E-1-b indicate that you do not need to complete this section.

ii. Participant-Directed Budget Describe in detail the method(s) that are used to establish the amount of the participant-directed budget for waiver goods and services over which the participant has authority, including how the method makes use of reliable cost estimating information and is applied consistently to each participant. Information about these method(s) must be made publicly available.

Appendix E: Participant Direction of Services

E-2: Opportunities for Participant-Direction (4 of 6)

b. Participant - Budget Authority

Answers provided in Appendix E-1-b indicate that you do not need to complete this section.

- iii. Informing Participant of Budget Amount.** Describe how the state informs each participant of the amount of the participant-directed budget and the procedures by which the participant may request an adjustment in the budget amount.

Appendix E: Participant Direction of Services**E-2: Opportunities for Participant-Direction (5 of 6)****b. Participant - Budget Authority**

Answers provided in Appendix E-1-b indicate that you do not need to complete this section.

- iv. Participant Exercise of Budget Flexibility.** *Select one:*

Modifications to the participant directed budget must be preceded by a change in the service plan.

The participant has the authority to modify the services included in the participant directed budget without prior approval.

Specify how changes in the participant-directed budget are documented, including updating the service plan. When prior review of changes is required in certain circumstances, describe the circumstances and specify the entity that reviews the proposed change:

Appendix E: Participant Direction of Services**E-2: Opportunities for Participant-Direction (6 of 6)****b. Participant - Budget Authority**

Answers provided in Appendix E-1-b indicate that you do not need to complete this section.

- v. Expenditure Safeguards.** Describe the safeguards that have been established for the timely prevention of the premature depletion of the participant-directed budget or to address potential service delivery problems that may be associated with budget underutilization and the entity (or entities) responsible for implementing these safeguards:

Appendix F: Participant Rights**Appendix F-1: Opportunity to Request a Fair Hearing**

The state provides an opportunity to request a Fair Hearing under 42 CFR Part 431, Subpart E to individuals: (a) who are not given the choice of home and community-based services as an alternative to the institutional care specified in Item 1-F of the request; (b) are denied the service(s) of their choice or the provider(s) of their choice; or, (c) whose services are denied, suspended, reduced or terminated. The state provides notice of action as required in 42 CFR §431.210.

Procedures for Offering Opportunity to Request a Fair Hearing. Describe how the individual (or his/her legal representative) is informed of the opportunity to request a fair hearing under 42 CFR Part 431, Subpart E. Specify the notice(s) that are used to offer individuals the opportunity to request a Fair Hearing. State laws, regulations, policies and notices referenced in the description are available to CMS upon request through the operating or Medicaid agency.

Applicants for and participants under this Waiver may request and receive a fair hearing in accordance with the DSS' Medical Assistance Program. Applicants will receive a copy of the Informed Consent Form during the first visit with the Community Support Clinician.

Participants are eligible for Fair Hearings in the following circumstances:

- Participant was not offered the choice of home and community services as an alternative to institutional care
- DSS does not reach a determination of financial eligibility within standards of promptness
- DSS denies the application for any reasons other than limitations on the number of individuals that can be served and/or funding limitations as established under this Waiver.
- DSS denies the application for the individual not meeting the level of care or other eligibility criteria
- DSS disapproves the individual's Recovery Plan.
- DSS denies or terminates a service of the individual's choice.
- DSS denies or terminates a payment to a provider of the individual's choice; or
- DSS discharges an individual from this Waiver.

In accordance with Connecticut Medicaid rules, a Notice of Action (NOA) will be sent to a Waiver participant when any service is denied, reduced, suspended or terminated. The NOA and Freedom of Choice/Fair Hearing Notification will be provided in Spanish to support providing persons with LEP or non-English proficiency.

During the enrollment process participants will be informed of their rights and provided information about the Fair Hearing and Grievance processes. At that time, participants will be informed that, if they file a grievance or appeal, services will continue while the grievance or appeal is under consideration.

Notices of adverse action and forms for Fair Hearing requests are kept at the DSS alternate care unit and are sent to the participant in the case of an adverse determination. Fair Hearing requests are submitted by the participant to the DSS Office of Administrative Hearings. The DSS Office of Administrative Hearings retains all documentation pertaining to Fair Hearings.

Appendix F: Participant-Rights

Appendix F-2: Additional Dispute Resolution Process

a. Availability of Additional Dispute Resolution Process. Indicate whether the state operates another dispute resolution process that offers participants the opportunity to appeal decisions that adversely affect their services while preserving their right to a Fair Hearing. *Select one:*

No. This Appendix does not apply

Yes. The state operates an additional dispute resolution process

b. Description of Additional Dispute Resolution Process. Describe the additional dispute resolution process, including: (a) the state agency that operates the process; (b) the nature of the process (i.e., procedures and timeframes), including the types of disputes addressed through the process; and, (c) how the right to a Medicaid Fair Hearing is preserved when a participant elects to make use of the process: State laws, regulations, and policies referenced in the description are available to CMS upon request through the operating or Medicaid agency.

Appendix F: Participant-Rights

Appendix F-3: State Grievance/Complaint System

a. Operation of Grievance/Complaint System. *Select one:***No. This Appendix does not apply****Yes. The state operates a grievance/complaint system that affords participants the opportunity to register grievances or complaints concerning the provision of services under this waiver****b. Operational Responsibility.** Specify the state agency that is responsible for the operation of the grievance/complaint system:
c. Description of System. Describe the grievance/complaint system, including: (a) the types of grievances/complaints that participants may register; (b) the process and timelines for addressing grievances/complaints; and, (c) the mechanisms that are used to resolve grievances/complaints. State laws, regulations, and policies referenced in the description are available to CMS upon request through the Medicaid agency or the operating agency (if applicable).
Appendix G: Participant Safeguards**Appendix G-1: Response to Critical Events or Incidents****a. Critical Event or Incident Reporting and Management Process.** Indicate whether the state operates Critical Event or Incident Reporting and Management Process that enables the state to collect information on sentinel events occurring in the waiver program. *Select one:***Yes. The state operates a Critical Event or Incident Reporting and Management Process** (*complete Items b through e*)**No. This Appendix does not apply** (*do not complete Items b through e*)

If the state does not operate a Critical Event or Incident Reporting and Management Process, describe the process that the state uses to elicit information on the health and welfare of individuals served through the program.

b. State Critical Event or Incident Reporting Requirements. Specify the types of critical events or incidents (including alleged abuse, neglect and exploitation) that the state requires to be reported for review and follow-up action by an appropriate authority, the individuals and/or entities that are required to report such events and incidents and the timelines for reporting. State laws, regulations, and policies that are referenced are available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

Reporting and review of critical incidents is an important component of the ongoing evaluation and improvement of the quality of care and services offered under the Waiver.

Critical incidents are defined as incidents that may have a serious or potential serious impact on, Waiver participants, staff, facilities, funded agencies, or the public or may bring about adverse publicity. The requirement to report a critical incident will apply under the following circumstances: the incident involves a Waiver participant and/or an agency or individual serving a Waiver participant. The following events will be considered critical incidents:

- a. the death of a Waiver participant, on-duty staff member, or visitor to the facility/agency, which is related to a critical incident, suicide, accident, unexplained circumstance or appearance of negligence, including such client deaths that occur up to 30 days after discharge (from any program level), if known;
- b. any incident involving a Waiver participant or the agency where it appears reasonable to expect that media coverage will or is likely to occur;
- c. threats by a Waiver participant who has been assessed by the agency staff to represent a serious risk to the staff, other clients, or others;
- d. any serious suicide attempt, resulting in an admission to a medical/surgical inpatient unit or a psychiatric inpatient unit, including suicide attempts that occur up to 30 days after discharge (from any program level), if known;
- e. serious behaviors, that are committed or allegedly committed on or by Waiver participants, on-duty staff, or visitors to a facility or program, that have resulted or may result in a felony arrest, e.g., arson, assault, armed robbery, bomb threat, hostage taking, sexual assault, sale of illegal substances on program premises;
- f. allegations of client abuse, neglect, exploitation, injury, or violation of confidentiality that have serious consequences or potentially serious consequences;
- g. significant loss or allegations of theft of property or property damage that have or could compromise staff or participant safety;
- h. emergency situations resulting in the notification of federal offices (e.g., FBI, U.S. Secret Service) in conformance with the incident reporting requirements of the respective agency; and

All critical incidents will be reported, up to the Supervisor of the Waiver Provider Agency and the DMHAS Mental Health Waiver Manager and/or designee. Such reporting will be the responsibility of the primary contact person of the agency providing the waiver service, or individual providing self directed waiver services.

Notification:

1. When a critical incident becomes known, verbal notification will be required to be provided by the agency primary contact person, or individual providing self directed waiver services, to the Supervisor of the Provider Agency and the DMHAS Mental Health Waiver Manager and/or designee immediately upon discovery. Required information for the verbal and written/faxed notification is listed in Required Information for Notification section below.
2. All members of the Medicaid Waiver participant's recovery planning team and service agency staff members will be required to report critical incidents.

Required Information for Notification:

1. Verbal notification minimally includes:
 - a. A brief description of the incident, including the date, time and place of occurrence;
 - b. Person(s) involved;

- c. Action already taken and/or immediate follow-up steps planned;
 - d. Any other information that may be of immediate significance or importance regarding the situation; and
2. Written notification must be submitted within one business day and will be made using the Mental Health Waiver Critical Incident Report Form, and minimally includes the following information:
- a. waiver services and DMHAS program involved, as applicable;
 - b. last time of services or program/participant contact;
 - c. services participant was receiving at time of incident;
 - d. date of incident;
 - e. time of incident;
 - f. location of incident;
 - g. type of incident;
 - h. name of person(s) involved in incident;
 - i. role of involved person in terms of the incident, i.e., victim, alleged perpetrator, other;
 - j. any injuries relating to the critical incident;
 - k. immediate actions taken at incident and up to notification;
 - l. brief narrative description of incident, including if charges and arrests have occurred; and
 - m. name and title of person reporting incident.

Abuse and Neglect

For persons aged 60 or older, Section 17b-451 of the Connecticut General Statutes requires medical professionals, social workers, police officers, clergy, and nursing home staff to report to the Department of Social Services any knowledge or suspicion of abuse, neglect, exploitation, or abandonment. In addition, friends, neighbors, family members, and acquaintances who suspect an elderly person is being abused, neglected, or exploited may call the closest office of the Department of Social Services.

- c. Participant Training and Education.** Describe how training and/or information is provided to participants (and/or families or legal representatives, as appropriate) concerning protections from abuse, neglect, and exploitation, including how participants (and/or families or legal representatives, as appropriate) can notify appropriate authorities or entities when the participant may have experienced abuse, neglect or exploitation.

Community Support Clinicians will provide information to participants and their representatives at various times during their Waiver tenure regarding the reporting of potential abuse, neglect and exploitation. Community Support Clinicians will provide written and verbal information regarding protections from abuse, neglect, and exploitation, including how participants can notify appropriate authorities or entities when the participant may have experienced abuse, neglect or exploitation during initial enrollment onto the waiver and during the annual re assessment process. In addition, DMHAS will provide ongoing training and education to providers at the Provider Update meetings regarding identifying and reporting abuse, neglect or exploitation.

- d. Responsibility for Review of and Response to Critical Events or Incidents.** Specify the entity (or entities) that receives reports of critical events or incidents specified in item G-1-a, the methods that are employed to evaluate such reports, and the processes and time-frames for responding to critical events or incidents, including conducting investigations.

Critical Incident Review

1. Critical Incidents (CI) will be reviewed by Mental Health Waiver leadership staff within 21 days of the incident. This review will focus on causative factors and will, when indicated, result in the development of a corrective action plan that would reduce the risk of reoccurrence of a similar event.
2. The nature of a critical incident investigation and review may vary based upon the type and seriousness of the incident and/or the potential impact of the incident on the program and on the service recipients in general. Other factors that may influence the investigation and review will be the context within which the incident occurred, such as the program's recent history of critical incidents, previously identified issues or trends, the individual client's history, etc. However, all critical incident reviews at a minimum, will address the following areas:
 - a. factual description of the incident, including persons involved, date, time and location;
 - b. context in which the incident occurred, including precipitating and contributing factors;
 - c. a review of possible root causes of the incident,
 - d. actions taken at time of the incident;
 - e. impact of incident upon persons, program, system, etc.

Incident Review Closure

Within 15 days following the CI Review(s), the completed critical incident review, conveying the outcome of the review and the corrective action plan proposed, will be presented to the Waiver Leadership Team. G The report minimally will include the following information:

- a. incident date
- b. date of critical incident review;
- c. brief summary of the findings of the review;
- d. correction action plan with date(s) to be completed; and
- e. the recommended date of incident closure.

The DMHAS Waiver Manager and/or designee will review the critical incident review report, the correction action plan and recommended date of incident completion. Findings will be summarized in the quarterly QA report forwarded to DSS and presented to the Quarterly Waiver Advisory Council. Where indicated participants (or family or legal representative as appropriate) and other relevant parties will be informed of the outcomes of the investigation/ incident review.

- e. Responsibility for Oversight of Critical Incidents and Events.** Identify the state agency (or agencies) responsible for overseeing the reporting of and response to critical incidents or events that affect waiver participants, how this oversight is conducted, and how frequently.

DMHAS will be responsible for overseeing the reporting and response to all critical incidents or events that affects Waiver participants.

Appendix G: Participant Safeguards

Appendix G-2: Safeguards Concerning Restraints and Restrictive Interventions (1 of 3)

- a. Use of Restraints.** *(Select one): (For waiver actions submitted before March 2014, responses in Appendix G-2-a will display information for both restraints and seclusion. For most waiver actions submitted after March 2014, responses regarding seclusion appear in Appendix G-2-c.)*

The state does not permit or prohibits the use of restraints

Specify the state agency (or agencies) responsible for detecting the unauthorized use of restraints and how this oversight is conducted and its frequency:

At any time, a client, community provider or private citizen can report to Mental Health Waiver staff the suspected use of restraints or seclusion. Suspected use of restraints or seclusion which occurs in the home or community is considered a reportable incident and would be investigated according to the protocol as noted above. Community Support Clinician visits, observation and interview, is an additional methodology utilized to detect any suspected use of restraints or seclusion.

The use of restraints is permitted during the course of the delivery of waiver services. Complete Items G-2-a-i and G-2-a-ii.

i. Safeguards Concerning the Use of Restraints. Specify the safeguards that the state has established concerning the use of each type of restraint (i.e., personal restraints, drugs used as restraints, mechanical restraints). State laws, regulations, and policies that are referenced are available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

ii. State Oversight Responsibility. Specify the state agency (or agencies) responsible for overseeing the use of restraints and ensuring that state safeguards concerning their use are followed and how such oversight is conducted and its frequency:

Appendix G: Participant Safeguards

Appendix G-2: Safeguards Concerning Restraints and Restrictive Interventions (2 of 3)

b. Use of Restrictive Interventions. *(Select one):*

The state does not permit or prohibits the use of restrictive interventions

Specify the state agency (or agencies) responsible for detecting the unauthorized use of restrictive interventions and how this oversight is conducted and its frequency:

At any time, a client, community provider or private citizen can report to Mental Health Waiver staff the suspected use of restraints or seclusion. Suspected use of restraints or seclusion which occurs in the home or community is considered a reportable incident and would be investigated according to the protocol as noted above. Community Support Clinician visits, observation and interview, is an additional methodology utilized to detect any suspected use of restraints or seclusion.

The use of restrictive interventions is permitted during the course of the delivery of waiver services Complete Items G-2-b-i and G-2-b-ii.

i. Safeguards Concerning the Use of Restrictive Interventions. Specify the safeguards that the state has in effect concerning the use of interventions that restrict participant movement, participant access to other individuals, locations or activities, restrict participant rights or employ aversive methods (not including restraints or seclusion) to modify behavior. State laws, regulations, and policies referenced in the specification are available to CMS upon request through the Medicaid agency or the operating agency.

ii. State Oversight Responsibility. Specify the state agency (or agencies) responsible for monitoring and

overseeing the use of restrictive interventions and how this oversight is conducted and its frequency:

Appendix G: Participant Safeguards

Appendix G-2: Safeguards Concerning Restraints and Restrictive Interventions (3 of 3)

c. Use of Seclusion. *(Select one): (This section will be blank for waivers submitted before Appendix G-2-c was added to WMS in March 2014, and responses for seclusion will display in Appendix G-2-a combined with information on restraints.)*

The state does not permit or prohibits the use of seclusion

Specify the state agency (or agencies) responsible for detecting the unauthorized use of seclusion and how this oversight is conducted and its frequency:

At any time, a client, community provider or private citizen can report to Mental Health Waiver staff the suspected use of restraints or seclusion. Suspected use of restraints or seclusion which occurs in the home or community is considered a reportable incident and would be investigated according to the protocol as noted above. Community Support Clinician visits, observation and interview, is an additional methodology utilized to detect any suspected use of restraints or seclusion.

The use of seclusion is permitted during the course of the delivery of waiver services. Complete Items G-2-c-i and G-2-c-ii.

i. Safeguards Concerning the Use of Seclusion. Specify the safeguards that the state has established concerning the use of each type of seclusion. State laws, regulations, and policies that are referenced are available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

ii. State Oversight Responsibility. Specify the state agency (or agencies) responsible for overseeing the use of seclusion and ensuring that state safeguards concerning their use are followed and how such oversight is conducted and its frequency:

Appendix G: Participant Safeguards

Appendix G-3: Medication Management and Administration (1 of 2)

This Appendix must be completed when waiver services are furnished to participants who are served in licensed or unlicensed living arrangements where a provider has round-the-clock responsibility for the health and welfare of residents. The Appendix does not need to be completed when waiver participants are served exclusively in their own personal residences or in the home of a family member.

a. Applicability. Select one:

No. This Appendix is not applicable *(do not complete the remaining items)*

Yes. This Appendix applies *(complete the remaining items)*

b. Medication Management and Follow-Up

i. Responsibility. Specify the entity (or entities) that have ongoing responsibility for monitoring participant medication regimens, the methods for conducting monitoring, and the frequency of monitoring.

ii. Methods of State Oversight and Follow-Up. Describe: (a) the method(s) that the state uses to ensure that participant medications are managed appropriately, including: (a) the identification of potentially harmful practices (e.g., the concurrent use of contraindicated medications); (b) the method(s) for following up on potentially harmful practices; and, (c) the state agency (or agencies) that is responsible for follow-up and oversight.

Appendix G: Participant Safeguards

Appendix G-3: Medication Management and Administration (2 of 2)

c. Medication Administration by Waiver Providers

Answers provided in G-3-a indicate you do not need to complete this section

i. Provider Administration of Medications. *Select one:*

Not applicable. *(do not complete the remaining items)*

Waiver providers are responsible for the administration of medications to waiver participants who cannot self-administer and/or have responsibility to oversee participant self-administration of medications. *(complete the remaining items)*

ii. State Policy. Summarize the state policies that apply to the administration of medications by waiver providers or waiver provider responsibilities when participants self-administer medications, including (if applicable) policies concerning medication administration by non-medical waiver provider personnel. State laws, regulations, and policies referenced in the specification are available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

iii. Medication Error Reporting. *Select one of the following:*

Providers that are responsible for medication administration are required to both record and report medication errors to a state agency (or agencies).

Complete the following three items:

(a) Specify state agency (or agencies) to which errors are reported:

(b) Specify the types of medication errors that providers are required to *record*:

(c) Specify the types of medication errors that providers must *report* to the state:

Providers responsible for medication administration are required to record medication errors but make information about medication errors available only when requested by the state.

Specify the types of medication errors that providers are required to record:

iv. State Oversight Responsibility. Specify the state agency (or agencies) responsible for monitoring the performance of waiver providers in the administration of medications to waiver participants and how monitoring is performed and its frequency.

Appendix G: Participant Safeguards

Quality Improvement: Health and Welfare

As a distinct component of the States quality improvement strategy, provide information in the following fields to detail the States methods for discovery and remediation.

a. Methods for Discovery: Health and Welfare

The state demonstrates it has designed and implemented an effective system for assuring waiver participant health and welfare. (For waiver actions submitted before June 1, 2014, this assurance read "The State, on an ongoing basis, identifies, addresses, and seeks to prevent the occurrence of abuse, neglect and exploitation.")

i. Sub-Assurances:

a. Sub-assurance: *The state demonstrates on an ongoing basis that it identifies, addresses and seeks to prevent instances of abuse, neglect, exploitation and unexplained death. (Performance measures in this sub-assurance include all Appendix G performance measures for waiver actions submitted before June 1, 2014.)*

Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

Performance Measure:

Number of critical incidents (including incidents of abuse, neglect, exploitation and unexplained death) that were reported and investigated according to state procedures, divided by total number of critical incidents received during audit period

Data Source (Select one):

Critical events and incident reports

If 'Other' is selected, specify:

Responsible Party for data collection/generation <i>(check each that applies):</i>	Frequency of data collection/generation <i>(check each that applies):</i>	Sampling Approach <i>(check each that applies):</i>
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text"/>
Other Specify: <input type="text" value="Contracted entity"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis <i>(check each that applies):</i>	Frequency of data aggregation and analysis <i>(check each that applies):</i>
State Medicaid Agency	Weekly

Responsible Party for data aggregation and analysis <i>(check each that applies):</i>	Frequency of data aggregation and analysis <i>(check each that applies):</i>
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input type="text" value="Contracted Entity"/>	Annually
	Continuously and Ongoing
	Other Specify: <input type="text"/>

Performance Measure:

Number of participant case records that include a risk mitigation strategy, divided by total number of active clients during audit period

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation <i>(check each that applies):</i>	Frequency of data collection/generation <i>(check each that applies):</i>	Sampling Approach <i>(check each that applies):</i>
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text" value="95%"/>
Other Specify: <input type="text" value="Contracted entity"/>	Annually	Stratified Describe Group: <input type="text"/>

	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis <i>(check each that applies):</i>	Frequency of data aggregation and analysis <i>(check each that applies):</i>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input type="text"/>	Annually
	Continuously and Ongoing
	Other Specify: <input type="text"/>

Performance Measure:

Number of participants who received information about how to report abuse, neglect, and exploitation, divided by total number of active clients during audit period

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation <i>(check each that applies):</i>	Frequency of data collection/generation <i>(check each that applies):</i>	Sampling Approach <i>(check each that applies):</i>
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State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text" value="95%"/>
Other Specify: <input type="text" value="Contracted entity"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input type="text"/>	Annually
	Continuously and Ongoing

Responsible Party for data aggregation and analysis (<i>check each that applies</i>):	Frequency of data aggregation and analysis (<i>check each that applies</i>):
	Other Specify: <input type="text"/>

Performance Measure:

Number of critical incidents (including incidents of abuse, neglect, exploitation and unexplained death) that were reported and investigated within required time frames, divided by total number of critical incidents received during reporting period

Data Source (Select one):

Critical events and incident reports

If 'Other' is selected, specify:

Responsible Party for data collection/generation (<i>check each that applies</i>):	Frequency of data collection/generation (<i>check each that applies</i>):	Sampling Approach (<i>check each that applies</i>):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text"/>
Other Specify: <input type="text" value="Contracted entity"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify:	

	<input style="width: 80%; height: 20px;" type="text"/>	
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Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis(check each that applies):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input style="width: 100%; height: 20px;" type="text"/>	Annually
	Continuously and Ongoing
	Other Specify: <input style="width: 100%; height: 20px;" type="text"/>

b. Sub-assurance: *The state demonstrates that an incident management system is in place that effectively resolves those incidents and prevents further similar incidents to the extent possible.*

Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

Performance Measure:

Number of critical incidents reviewed by DMHAS within required time frame that comply with critical incident reporting process and standards in Appendix G-1b of Waiver application, divided by number of critical incidents received during reporting period

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation <i>(check each that applies):</i>	Frequency of data collection/generation <i>(check each that applies):</i>	Sampling Approach <i>(check each that applies):</i>
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text"/>
Other Specify: <input type="text" value="Contracted Entity"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis <i>(check each that applies):</i>	Frequency of data aggregation and analysis <i>(check each that applies):</i>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify:	Annually

Responsible Party for data aggregation and analysis (<i>check each that applies</i>):	Frequency of data aggregation and analysis (<i>check each that applies</i>):
<input type="checkbox"/> Contracted Entity	
	Continuously and Ongoing
	Other Specify: <input type="text"/>

c. Sub-assurance: The state policies and procedures for the use or prohibition of restrictive interventions (including restraints and seclusion) are followed.

Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

Performance Measure:

Number of clients for whom policy regarding prohibition of restrictive interventions (including restraints and seclusion) was followed, divided by number of total active clients during audit period

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation (<i>check each that applies</i>):	Frequency of data collection/generation (<i>check each that applies</i>):	Sampling Approach (<i>check each that applies</i>):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval =

		95%
Other Specify: <input type="text" value="Contracted Agency"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis(check each that applies):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input type="text" value="Contracted Entity"/>	Annually
	Continuously and Ongoing
	Other Specify: <input type="text"/>

d. Sub-assurance: *The state establishes overall health care standards and monitors those standards based on the responsibility of the service provider as stated in the approved waiver.*

Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

Performance Measure:

Number of waiver participants whose plan of care includes intervention(s) for age-appropriate preventive health care, divided by total number of active participants during audit period

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation <i>(check each that applies):</i>	Frequency of data collection/generation <i>(check each that applies):</i>	Sampling Approach <i>(check each that applies):</i>
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text" value="95%"/>
Other Specify: <input type="text" value="Contracted Entity"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis(check each that applies):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input type="text" value="Contracted Entity"/>	Annually
	Continuously and Ongoing
	Other Specify: <input type="text"/>

ii. If applicable, in the textbox below provide any necessary additional information on the strategies employed by the State to discover/identify problems/issues within the waiver program, including frequency and parties responsible.

b. Methods for Remediation/Fixing Individual Problems

i. Describe the States method for addressing individual problems as they are discovered. Include information regarding responsible parties and GENERAL methods for problem correction. In addition, provide information on the methods used by the state to document these items.

When incidents are brought to the attention of the DMHAS Waiver Manager or designee, he/she will consult with the Community Support Clinician who is monitoring the participants Recovery Plan to assure appropriate services are in place and at the scope and frequency necessary to assure health and safety. If additional services are required the Community Support Clinician will make needed changes to the Recovery Plan. The incident review process will investigate possible causes of the incident and request corrective action as indicated. Corrective actions will be made as soon as possible.

Waiver leadership staff from DSS, DMHAS, and the FI meet at least quarterly to review operational issues. At this time any questions or issues raised through monitoring and monthly/quarterly reporting are addressed.

ii. Remediation Data Aggregation

Remediation-related Data Aggregation and Analysis (including trend identification)

Responsible Party(check each that applies):	Frequency of data aggregation and analysis(check each that applies):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other	Annually

Responsible Party(<i>check each that applies</i>):	Frequency of data aggregation and analysis(<i>check each that applies</i>):
Specify: <input data-bbox="320 315 743 356" type="text" value="contracted entity"/>	
	Continuously and Ongoing
	Other Specify: <input data-bbox="815 584 1238 663" type="text"/>

c. Timelines

When the State does not have all elements of the Quality Improvement Strategy in place, provide timelines to design methods for discovery and remediation related to the assurance of Health and Welfare that are currently non-operational.

No

Yes

Please provide a detailed strategy for assuring Health and Welfare, the specific timeline for implementing identified strategies, and the parties responsible for its operation.

Appendix H: Quality Improvement Strategy (1 of 3)

Under §1915(c) of the Social Security Act and 42 CFR §441.302, the approval of an HCBS waiver requires that CMS determine that the state has made satisfactory assurances concerning the protection of participant health and welfare, financial accountability and other elements of waiver operations. Renewal of an existing waiver is contingent upon review by CMS and a finding by CMS that the assurances have been met. By completing the HCBS waiver application, the state specifies how it has designed the waiver’s critical processes, structures and operational features in order to meet these assurances.

- Quality Improvement is a critical operational feature that an organization employs to continually determine whether it operates in accordance with the approved design of its program, meets statutory and regulatory assurances and requirements, achieves desired outcomes, and identifies opportunities for improvement.

CMS recognizes that a state’s waiver Quality Improvement Strategy may vary depending on the nature of the waiver target population, the services offered, and the waiver’s relationship to other public programs, and will extend beyond regulatory requirements. However, for the purpose of this application, the state is expected to have, at the minimum, systems in place to measure and improve its own performance in meeting six specific waiver assurances and requirements.

It may be more efficient and effective for a Quality Improvement Strategy to span multiple waivers and other long-term care services. CMS recognizes the value of this approach and will ask the state to identify other waiver programs and long-term care services that are addressed in the Quality Improvement Strategy.

Quality Improvement Strategy: Minimum Components

The Quality Improvement Strategy that will be in effect during the period of the approved waiver is described throughout the waiver in the appendices corresponding to the statutory assurances and sub-assurances. Other documents cited must be available to CMS upon request through the Medicaid agency or the operating agency (if appropriate).

In the QIS discovery and remediation sections throughout the application (located in Appendices A, B, C, D, G, and I) , a state spells out:

- The evidence based discovery activities that will be conducted for each of the six major waiver assurances; and
- The *remediation* activities followed to correct individual problems identified in the implementation of each of the assurances.

In Appendix H of the application, a state describes (1) the *system improvement* activities followed in response to aggregated, analyzed discovery and remediation information collected on each of the assurances; (2) the correspondent *roles/responsibilities* of those conducting assessing and prioritizing improving system corrections and improvements; and (3) the processes the state will follow to continuously *assess the effectiveness of the OIS* and revise it as necessary and appropriate.

If the state's Quality Improvement Strategy is not fully developed at the time the waiver application is submitted, the state may provide a work plan to fully develop its Quality Improvement Strategy, including the specific tasks the state plans to undertake during the period the waiver is in effect, the major milestones associated with these tasks, and the entity (or entities) responsible for the completion of these tasks.

When the Quality Improvement Strategy spans more than one waiver and/or other types of long-term care services under the Medicaid state plan, specify the control numbers for the other waiver programs and/or identify the other long-term services that are addressed in the Quality Improvement Strategy. In instances when the QIS spans more than one waiver, the state must be able to stratify information that is related to each approved waiver program. Unless the state has requested and received approval from CMS for the consolidation of multiple waivers for the purpose of reporting, then the state must stratify information that is related to each approved waiver program, i.e., employ a representative sample for each waiver.

Appendix H: Quality Improvement Strategy (2 of 3)

H-1: Systems Improvement

a. System Improvements

- i. Describe the process(es) for trending, prioritizing, and implementing system improvements (i.e., design changes) prompted as a result of an analysis of discovery and remediation information.

DSS and DMHAS have been utilizing a comprehensive system of checks and balances in order to establish consistent quality assurance within services provided to clients through this waiver. The state has been guided by state and federal regulations to assist in establishing procedures and the many varied data collection, aggregation and analysis processes that are currently utilized. Through the productive process of analysis, discovery, remediation and improvement, the state recognizes the benefit to client services that can be obtained through some system design changes.

Administrative Authority

The Department of Social Services, as the state Medicaid Agency, is responsible for directly administering or overseeing all Waiver functions. The CT Department of Mental Health and Addiction Services is the operating agency under the supervision of DSS as outlined in a Memorandum of Understanding. DSS ensures that all waiver operational and administrative functions are performed in accordance with the requirements set forth in this waiver. DSS conducts initial and annual reviews of plans to evaluate compliance with Waiver requirements regarding Level of Care determinations and re-determinations; individual choice between HCBS and institutional services; assessment and service planning.

As part of the ongoing Quality Management Strategy for the Waiver, an Advisory Council was developed and meets biannually. Membership includes service recipients, family members, service providers and representatives from DSS and DMHAS. The purpose of the Waiver Advisory Council is to provide opportunity for input from individuals and families receiving waiver supports and services as well as other interested parties, to review key quality findings and data trends in order to make recommendations for system improvement. The Council also reviews and offer input for the annual Quality Improvement Plan.

DSS and DMHAS jointly contracts with a fiscal intermediary to conduct provider recruitment, training, engage in fiscal monitoring, claims processing and reporting. Quarterly reports, at a minimum are submitted to the Departments to facilitate state oversight of the waiver program.

DSS, DMHAS, and the FI meet at least quarterly to review operational issues. At this time any questions or issues raised through monitoring and monthly reporting are addressed.

Level of Care

Applicants are screened for eligibility using the Nursing Facility LOC Screening W1506-MH. This initial level of care determination is verified through face to face assessment by a licensed, or licensed eligible Community Support Clinician. The level of care assessment is based on information obtained from the individual, medical reports from his or her physician(s) and any other clinical providers. DMHAS has standardized the use of program forms that collect information necessary to determine reasonable indication of applicant eligibility. The Community Support Clinicians conduct annual reassessments using the same process used to determine eligibility. DMHAS tracks annual due dates using an internal data base.

DSS verifies and authorizes 100% of initial and annual LOC and recovery plans submitted prior to service delivery.

DMHAS audits 100% of records for completeness to assure all tools are utilized to make LOC determinations as well as for timeliness to assure they were completed within timeframes required. Remediation is ongoing and continuous. Findings from the case record check list are summarized and incorporated into the quarterly Quality Improvement Report for review.

Qualified Providers

DSS and DMHAS jointly engage a Fiscal Intermediary who is contractually obligated to credential waiver service providers and assure they meet criteria set forth in the program regulations and all applicable state and federal regulations, and establish provider contracts that meet all the criteria set forth in the DSS's Provider Agreement Guidelines. All providers complete the standard DSS Medicaid Performing Provider Agreement. The FI provides monthly and quarterly reports to DSS and DMHAS, documenting the credentialing process, Provider Performance Measures, and ongoing provider audits and site visits.

DMHAS will incorporate an expanded administrative review of audits to include verification that licensure, certification and qualifications are monitored and documented as required through contracts, policies and procedures.

Service Plan

The Community Support Clinician completes a series of individual assessments to identify participants' needs and preferences, including health and safety risk factors. This culminates in development of a comprehensive Recovery Plan that outlines the type, amount, duration and frequency of services provided, and participant selection of provider. Community Support Clinicians review Recovery Plans with participants every six months, or more frequently if needed, to assure services are furnished in accordance with the Recovery Plan, meet the participant's needs and achieve their intended outcomes.

DSS Utilization Review Nurse reviews 100% of all new recovery plans and must authorize them in order to initiate service. The DSS Utilization Review Nurse matches needs with services to ensure all health and safety needs are being met.

As part of the DMHAS Quality Assurance Program a designated QA specialist conducts ongoing record reviews to assess appropriateness of Recovery Plans and to assure they are based on skills assessments and reflect the needs and preferences of participants and to ensure compliance with CMS requirements outlined in the approved waiver. Audits are submitted to the DMHAS MH Waiver Manager or designee for review and remediation as necessary. Audits are summarized as part of a Quarterly Quality Improvement Report and submitted to DSS for review at the DSS/DMHAS Quarterly QA meeting. In addition; the Fiscal Intermediary conducts random encounter note and monthly progress note audits to ensure provider adherence to Recovery Plans. The FI also provide a report of all waiver service providers' compliance with documentation requirements (i.e. submit monthly notes by required deadline). These activities are summarized in monthly reports submitted to DSS and DMHAS.

Health and Welfare

Critical Incidents are tracked as part of the Mental Health Waiver Quality Assurance Program. A Critical Incident Log is utilized to record and monitor any critical incidents relative to safety and overall well-being of participants. Incidents reported are reviewed to identify any potential trends and identify potential need for remediation and improvement. These activities are summarized and included in the Quarterly Quality Improvement Report submitted to DSS for review at the DSS/DMHAS Quarterly QA meeting. In addition, DMHAS and DSS through their contract Fiscal Intermediary provide training and education to its providers regarding identifying and reporting abuse and neglect. This training is provided to both participant directed and non participant directed providers. As part of their Provider Agreement all waiver service providers agree to report critical incidents.

Financial Accountability

The State of Connecticut contracts with Gainwell Technologies to provide claims processing function to ensure reimbursement consistent with waiver requirements. The DSS provider relations unit oversees the contract with Gainwell Technologies, as part of the medical operations process. They can make changes to procedure codes, edits and audits. Clients are identified by Medical Eligibility or Benefit Plan code. Providers are based on type and specialty. The system is designed to make sure it can be billed only for what is allowed through the edits and audits system.

DSS and DMHAS jointly engage a Fiscal Intermediary to maintain the authorizations on services received and billed under the waiver. The fiscal intermediary submits appropriate claims to Gainwell Technologies for processing as required that are not billed by Provider Agency directly. The fiscal intermediary ensures that all billed services are within a participant's approved Recovery Plan.

DSS and DMHAS have also implemented Electronic Visit Verification through Sandata to be utilized with face to face Mental Health Waiver services as another measure of accountability.

ii. System Improvement Activities

Responsible Party (check each that applies):	Frequency of Monitoring and Analysis (check each that applies):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Quality Improvement Committee	Annually
Other Specify: <input type="text" value="Fiscal Intermediary"/>	Other Specify: <input type="text" value="Critical Incident Review - ongoing"/>

b. System Design Changes

- i. Describe the process for monitoring and analyzing the effectiveness of system design changes. Include a description of the various roles and responsibilities involved in the processes for monitoring & assessing system design changes. If applicable, include the state's targeted standards for systems improvement.

The DMHAS Waiver Leadership Team is responsible for trending, prioritizing, and recommending improvement strategies and system changes prompted as a result of analysis of auditing and remediation information.

The DMHAS Waiver Leadership Team meets at least weekly and is comprised of leadership from the DMHAS Division of Statewide Services as well as representatives from the Fiscal Intermediary dedicated to Waiver operations. The purpose of this group is to monitor compliance with the six HCBS Waiver assurances and other federal, state, and agency requirements. Their responsibilities include a routine administrative review of key organizational and programmatic issues and data trends associated with the department’s quality management system in order to determine and/or recommend changes in agency policy, program, infrastructure, and funding levels. The DMHAS Waiver Leadership Team ensures that all changes in program and practice are appropriately reflected in the agency policy, procedure, and operations manuals and communicated to stakeholders. This group works in conjunction with the DSS to make final decisions on improvement and implementation strategies. The group will review findings from quality audits, critical incidents and FI reports to monitor compliance with Waiver assurances. Discovery data and the progress and success of remediation strategies from various reports outlined in Appendices A, B, C, D, G, and I will be aggregated and shared at least quarterly as part of the ongoing QA/QI strategy. Findings will be presented as a quarterly Quality Improvement Report and procedural changes implemented as appropriate by the Waiver Leadership staff. This will be shared with the Waiver Advisory Council.

- ii. Describe the process to periodically evaluate, as appropriate, the Quality Improvement Strategy.

Evaluation of the Quality Improvement Strategy is continuous and ongoing. As reports from the FI are generated on all of the aggregated, analyzed data, they are scrutinized for trends and potential process improvements.

Waiver leadership staff from DSS, DMHAS, and the FI meet at least quarterly to review operational issues. At this time any questions or issues raised through monitoring and monthly/quarterly reporting are addressed.

Appendix H: Quality Improvement Strategy (3 of 3)

H-2: Use of a Patient Experience of Care/Quality of Life Survey

a. Specify whether the state has deployed a patient experience of care or quality of life survey for its HCBS population in the last 12 months (*Select one*):

No

Yes (*Complete item H.2b*)

b. Specify the type of survey tool the state uses:

HCBS CAHPS Survey :

NCI Survey :

NCI AD Survey :

Other (*Please provide a description of the survey tool used*):

Appendix I: Financial Accountability

I-1: Financial Integrity and Accountability

Financial Integrity. Describe the methods that are employed to ensure the integrity of payments that have been made for waiver services, including: (a) requirements concerning the independent audit of provider agencies; (b) the financial audit program that the state conducts to ensure the integrity of provider billings for Medicaid payment of waiver services, including the methods, scope and frequency of audits; and, (c) the agency (or agencies) responsible for conducting the financial audit program. State laws, regulations, and policies referenced in the description are available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

The Department of Social Services has contracted with Gainwell Technologies to serve as the claims payment subcontractor for waiver and state plan services. Gainwell Technologies reviews the claim for Medicaid eligibility and other elements (e.g. spend-down requirements) before reimbursing providers. Any claims paid by the fiscal intermediary for waiver services will be submitted to Gainwell Technologies for adjudication and are subject to the same financial audit requirements for other waiver services. The DSS Office of Quality Assurance (QA) conducts financial audits of Medicaid providers and issues exceptions when it identifies areas of non-compliance with the State’s policy requirements. All Waiver providers are subject to audits performed by the QA Office. Overall audit demands and audit resources available to DSS QA impact the frequency of audit of Waiver providers.

The frequency of audits is determined by DSS’s Director of Quality Assurance who oversees audits for the Department’s programs. There is no specified frequency, however the frequency is similar to other providers of Medicaid services which is determined by the Director as he identifies the need.

The DSS Provider Relations Unit monitors provider enrollment to assure that Gainwell Technologies, is collecting and verifying required provider documentation prior to enrolling participating providers.

Appendix I: Financial Accountability

Quality Improvement: Financial Accountability

As a distinct component of the States quality improvement strategy, provide information in the following fields to detail the States methods for discovery and remediation.

a. Methods for Discovery: Financial Accountability Assurance:

The State must demonstrate that it has designed and implemented an adequate system for ensuring financial accountability of the waiver program. (For waiver actions submitted before June 1, 2014, this assurance read "State financial oversight exists to assure that claims are coded and paid for in accordance with the reimbursement methodology specified in the approved waiver.")

i. Sub-Assurances:

a. Sub-assurance: The State provides evidence that claims are coded and paid for in accordance with the reimbursement methodology specified in the approved waiver and only for services rendered.
 (Performance measures in this sub-assurance include all Appendix I performance measures for waiver actions submitted before June 1, 2014.)

Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

Performance Measure:

Number of claims paid in accordance with waiver reimbursement strategy, divided by total number of claims paid

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation (check each that applies):	Frequency of data collection/generation (check each that applies):	Sampling Approach (check each that applies):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text"/>
Other Specify: <input type="text" value="HP Enterprises"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other	

	Specify: <input style="width: 100%; height: 20px;" type="text"/>	
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Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
<i>State Medicaid Agency</i>	<i>Weekly</i>
<i>Operating Agency</i>	<i>Monthly</i>
<i>Sub-State Entity</i>	<i>Quarterly</i>
<i>Other</i> Specify: <input style="width: 100%; height: 20px;" type="text"/>	<i>Annually</i>
	<i>Continuously and Ongoing</i>
	<i>Other</i> Specify: <input style="width: 100%; height: 20px;" type="text"/>

Performance Measure:

Total number of claims reviewed by QA department that are supported by documentation that services were provided, divided by total number of claims reviewed

Data Source (Select one):

Reports to State Medicaid Agency on delegated

If 'Other' is selected, specify:

Responsible Party for data collection/generation (check each that applies):	Frequency of data collection/generation (check each that applies):	Sampling Approach (check each that applies):
<i>State Medicaid Agency</i>	<i>Weekly</i>	<i>100% Review</i>
<i>Operating Agency</i>	<i>Monthly</i>	<i>Less than 100% Review</i>
<i>Sub-State Entity</i>	<i>Quarterly</i>	<i>Representative Sample</i> <i>Confidence Interval =</i>

		<input type="text"/>
Other Specify: <input type="text"/>	Annually	Stratified Describe Group: <input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input type="text"/>	Annually
	Continuously and Ongoing
	Other Specify: <input type="text"/>

Performance Measure:

Total number of claims approved, divided by total number of claims

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation (check each that applies):	Frequency of data collection/generation (check each that applies):	Sampling Approach (check each that applies):
<i>State Medicaid Agency</i>	<i>Weekly</i>	<i>100% Review</i>
<i>Operating Agency</i>	<i>Monthly</i>	<i>Less than 100% Review</i>
<i>Sub-State Entity</i>	<i>Quarterly</i>	<i>Representative Sample</i> <i>Confidence Interval =</i> <input type="text"/>
<i>Other</i> <i>Specify:</i> <input type="text" value="Contracted entity"/>	<i>Annually</i>	<i>Stratified</i> <i>Describe Group:</i> <input type="text"/>
	<i>Continuously and Ongoing</i>	<i>Other</i> <i>Specify:</i> <input type="text"/>
	<i>Other</i> <i>Specify:</i> <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
<i>State Medicaid Agency</i>	<i>Weekly</i>
<i>Operating Agency</i>	<i>Monthly</i>
<i>Sub-State Entity</i>	<i>Quarterly</i>
<i>Other</i> <i>Specify:</i>	<i>Annually</i>

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
<input type="checkbox"/> Contracted entity	
	Continuously and Ongoing
	Other Specify: <input type="text"/>

b. Sub-assurance: The state provides evidence that rates remain consistent with the approved rate methodology throughout the five year waiver cycle.

Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

Performance Measure:

Number of rates reviewed annually, divided by number of rates

Data Source (Select one):

Record reviews, on-site

If 'Other' is selected, specify:

Responsible Party for data collection/generation (check each that applies):	Frequency of data collection/generation (check each that applies):	Sampling Approach (check each that applies):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <input type="text"/>
Other Specify:	Annually	Stratified Describe Group:

<input type="text"/>		<input type="text"/>
	Continuously and Ongoing	Other Specify: <input type="text"/>
	Other Specify: <input type="text"/>	

Data Aggregation and Analysis:

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <input type="text"/>	Annually
	Continuously and Ongoing
	Other Specify: <input type="text"/>

ii. If applicable, in the textbox below provide any necessary additional information on the strategies employed by the State to discover/identify problems/issues within the waiver program, including frequency and parties responsible.

b. Methods for Remediation/Fixing Individual Problems

i. Describe the States method for addressing individual problems as they are discovered. Include information regarding responsible parties and GENERAL methods for problem correction. In addition, provide information on the methods used by the state to document these items.

Waiver leadership staff from DSS, DMHAS, and the FI meet at least quarterly to review operational issues. At this time any questions or issues raised through monitoring and monthly/quarterly reporting are addressed.

The FI is in regular contact with DSS to correct issues as they arise. Billing irregularities are analyzed and necessary action is taken to correct the problem. The FI receives remittance advice from Gainwell indicating all claims submitted, claim status (paid, denied, suspended, recoupment, mass adjustment). Gainwell has a dedicated EDI Help Desk for providers, including the FI acting as fiscal agent, experiencing difficulties with electronic claim submissions. All interaction with Gainwell is documented through the Contact Tracking Management System (CTMS) which logs the date, provider, reason for the call and resolution of the problem.

ii. Remediation Data Aggregation

Remediation-related Data Aggregation and Analysis (including trend identification)

Responsible Party (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
<i>State Medicaid Agency</i>	<i>Weekly</i>
<i>Operating Agency</i>	<i>Monthly</i>
<i>Sub-State Entity</i>	<i>Quarterly</i>
<i>Other</i> Specify: <input type="text" value="Fiscal intermediary"/>	<i>Annually</i>
	<i>Continuously and Ongoing</i>
	<i>Other</i> Specify: <input type="text"/>

c. Timelines

When the State does not have all elements of the Quality Improvement Strategy in place, provide timelines to design methods for discovery and remediation related to the assurance of Financial Accountability that are currently non-operational.

No

Yes

Please provide a detailed strategy for assuring Financial Accountability, the specific timeline for implementing identified strategies, and the parties responsible for its operation.

Appendix I: Financial Accountability

I-2: Rates, Billing and Claims (1 of 3)

a. Rate Determination Methods. In two pages or less, describe the methods that are employed to establish provider payment rates for waiver services and the entity or entities that are responsible for rate determination. Indicate any opportunity for public comment in the process. If different methods are employed for various types of services, the description may group services for which the same method is employed. State laws, regulations, and policies referenced in the description are available upon request to CMS through the Medicaid agency or the operating agency (if applicable).

Pursuant to the Connecticut Department of Social Services Provider Manual, all schedules of payment for covered Medical Assistance Program goods and services shall be established by the Commissioner of Social Services and paid by the Department of Social Services in accordance with applicable federal and state statutes and regulations. Waiver service rates are based on direct and indirect costs of providing Waiver services. Consumers, provider organizations and DMHAS staff have had the opportunity to review the Waiver application and rates pursuant to the public notice. The Waiver application was also reviewed by the committees of cognizance of the Connecticut state legislature. The rate structure for the program consists of fee-for-service billing from an established fee schedule that pays uniform rates across providers; and "up to max" rates that are used for specialized medical equipment or other services such as home modifications that require manual pricing. The following services prices at max fee: Community Support, Supported Employment, Adult Day Health, Assisted Living, Brief Episode Stabilization, Home Delivered Meals, Non-medical transportation, Overnight Recovery Assistant, Peer Supports, Personal Emergency Response Systems, Recovery Assistant and Transitional Case Management. Rates for Community Support, Supported Employment, Brief Episode Stabilization, Peer Supports, Recovery Assistant and Transitional Case Management services were developed by DMHAS fiscal unit and DSS based on the direct support hourly wage, information drawn from Connecticut Department of Labor wage statistics, salary surveys, and the additional components of supervision required at the provider level, and the number of clients per the direct care staffing ratio and approved by the DSS rate setting unit. The service rates for Assisted Living, Non-medical transportation, Personal Emergency Response Systems (install and monitoring), Adult Day Health and Home Delivered Meals utilizes the DSS promulgated rates. Waiver rates are uniform for every provider of a waiver service and do not vary between private and state operated facilities. During the life of this waiver service rates may be adjusted based on legislatively approved increases or decreases to the Department's appropriation. For the addition of Interpreter and Mental Health Counseling services, the Department published notice and accepted comments on the new service and rates. The final approval was given by the Legislative Committees of cognizance after a public comment period.

- b. Flow of Billings.** Describe the flow of billings for waiver services, specifying whether provider billings flow directly from providers to the state's claims payment system or whether billings are routed through other intermediary entities. If billings flow through other intermediary entities, specify the entities:

Payments are made by the Medicaid agency directly to the providers of State Plan services through the State's MMIS. There are provider agreements between DSS and each provider of State Plan services under the Waiver. Payment for Waiver services will either made by the Medicaid Agency directly or be administered by the fiscal intermediary, depending on the service. The fiscal intermediary acts as the billing provider and submits claims on behalf of the performing provider for the following services: Assistive Technology, Specialized Medical Equipment, Highly Skilled Chore Service, Home Accessibility Adaptations, Interpreter and self-directed RA. DSS has a provider agreement with the fiscal intermediary for Waiver services such that the fiscal intermediary will also submit its claims for adjudication through the MMIS. Consequently, payments for all Waiver and State Plan services will be made through an approved Connecticut Medicaid Management Information System (MMIS). DSS will pay the fiscal intermediary for Waiver services through the same fiscal agent as used in the rest of the Medicaid program.

Appendix I: Financial Accountability

I-2: Rates, Billing and Claims (2 of 3)

- c. Certifying Public Expenditures (select one):**

No. state or local government agencies do not certify expenditures for waiver services.

Yes. state or local government agencies directly expend funds for part or all of the cost of waiver services and certify their state government expenditures (CPE) in lieu of billing that amount to Medicaid.

Select at least one:

Certified Public Expenditures (CPE) of State Public Agencies.

Specify: (a) the state government agency or agencies that certify public expenditures for waiver services; (b) how it is assured that the CPE is based on the total computable costs for waiver services; and, (c) how the state

verifies that the certified public expenditures are eligible for Federal financial participation in accordance with 42 CFR §433.51(b).(Indicate source of revenue for CPEs in Item I-4-a.)

The Department of Mental Health and Addiction Services (DMHAS) certifies public expenditures for waiver services provided by DMHAS state operated Local Mental Health Authorities (LMHA). The public funds appropriated to DMHAS are not Federal funds. The State assures that the CPE is based on the total computable costs for waiver services by paying the same rates for all waiver services, whether provided by private or DMHAS state-operated providers. Claims for services provided by DMHAS state-operated providers will be processed by the MMIS prior to inclusion in DSS's federal Medicaid claim. Waiver services are uniform for every provider of a waiver service and do not vary between private providers and state operated facilities.

Certified Public Expenditures (CPE) of Local Government Agencies.

Specify: (a) the local government agencies that incur certified public expenditures for waiver services; (b) how it is assured that the CPE is based on total computable costs for waiver services; and, (c) how the state verifies that the certified public expenditures are eligible for Federal financial participation in accordance with 42 CFR §433.51(b). (Indicate source of revenue for CPEs in Item I-4-b.)

Appendix I: Financial Accountability

I-2: Rates, Billing and Claims (3 of 3)

d. Billing Validation Process. Describe the process for validating provider billings to produce the claim for federal financial participation, including the mechanism(s) to assure that all claims for payment are made only: (a) when the individual was eligible for Medicaid waiver payment on the date of service; (b) when the service was included in the participant's approved service plan; and, (c) the services were provided:

Payments are made by the Medicaid agency directly to the providers of State Plan services through the State's MMIS. There are provider agreements between DSS and each provider of State Plan services under the waiver. The MMIS ensures that the individual was eligible for Medicaid waiver payment on the date of service. In addition, for those State plan services that are included in a participant's approved service plan and are subject to prior authorization under existing Medicaid policy, the authorized limits will be entered into the MMIS system and thus will prevent expenditures in excess of the service plan.

Payment for Waiver services will be administered either by the Medicaid agency or the fiscal intermediary, depending on the service. DSS will have a provider agreement with the fiscal intermediary for Waiver services such that the fiscal intermediary will also submit its claims for adjudication through the MMIS. The fiscal intermediary will enter the service plan limits into its claims system and thus prevent expenditures in excess of the service plan. The fiscal intermediary will in turn submit waiver service claims for adjudication through the DSS MMIS. The MMIS claims processing system will verify that the participant was Medicaid-eligible on the date of service delivery specified in the request for reimbursement and will allow payment only on claims for services provided within the eligibility period.

Claims and service records for all waiver and state plan services will be subject to audit through the DSS Office of Quality Assurance. This will ensure that service billed were in fact provided and documented.

e. Billing and Claims Record Maintenance Requirement. Records documenting the audit trail of adjudicated claims (including supporting documentation) are maintained by the Medicaid agency, the operating agency (if applicable), and providers of waiver services for a minimum period of 3 years as required in 45 CFR §92.42.

Appendix I: Financial Accountability

I-3: Payment (1 of 7)

a. Method of payments -- MMIS (select one):

Payments for all waiver services are made through an approved Medicaid Management Information System (MMIS).

Payments for some, but not all, waiver services are made through an approved MMIS.

Specify: (a) the waiver services that are not paid through an approved MMIS; (b) the process for making such payments and the entity that processes payments; (c) and how an audit trail is maintained for all state and federal funds expended outside the MMIS; and, (d) the basis for the draw of federal funds and claiming of these expenditures on the CMS-64:

Payments for waiver services are not made through an approved MMIS.

Specify: (a) the process by which payments are made and the entity that processes payments; (b) how and through which system(s) the payments are processed; (c) how an audit trail is maintained for all state and federal funds expended outside the MMIS; and, (d) the basis for the draw of federal funds and claiming of these expenditures on the CMS-64:

Payments for waiver services are made by a managed care entity or entities. The managed care entity is paid a monthly capitated payment per eligible enrollee through an approved MMIS.

Describe how payments are made to the managed care entity or entities:

Appendix I: Financial Accountability

I-3: Payment (2 of 7)

b. Direct payment. *In addition to providing that the Medicaid agency makes payments directly to providers of waiver services, payments for waiver services are made utilizing one or more of the following arrangements (select at least one):*

The Medicaid agency makes payments directly and does not use a fiscal agent (comprehensive or limited) or a managed care entity or entities.

The Medicaid agency pays providers through the same fiscal agent used for the rest of the Medicaid program.

The Medicaid agency pays providers of some or all waiver services through the use of a limited fiscal agent.

Specify the limited fiscal agent, the waiver services for which the limited fiscal agent makes payment, the functions that the limited fiscal agent performs in paying waiver claims, and the methods by which the Medicaid agency oversees the operations of the limited fiscal agent:

Payments will be made by the MMIS directly to providers of state plan services. Payments for waiver services will be made either by the MMIS directly or the fiscal intermediary (FI) depending on the service. The FI serves as the fiscal or billing agent for providers of waiver services and will submit claims on behalf of waiver service providers to the MMIS. The MMIS will adjudicate claims on a cash basis for services provided by private non-profit performing providers and will adjudicate claims on a non-cash basis for claims submitted on behalf of state-operated performing providers.

The fiscal intermediary will ensure that claims for waiver services provided by individuals will be subject to the limitations established in the approved service plan. The fiscal intermediary will also request formal documentation (e.g. timesheets) from these individual providers regarding the amount of services provided. The fiscal intermediary will generate claims from this documentation and will also be responsible for reconciling any claim that was submitted but not paid by the MMIS.

DSS and DMHAS competitively procured a fiscal intermediary to act as the limited fiscal agent. The State oversees the fiscal intermediary through regularly scheduled meetings, audits and reporting as set forth in this Waiver's Appendix A.

Providers are paid by a managed care entity or entities for services that are included in the state's contract with the entity.

Specify how providers are paid for the services (if any) not included in the state's contract with managed care entities.

Appendix I: Financial Accountability

I-3: Payment (3 of 7)

c. Supplemental or Enhanced Payments. *Section 1902(a)(30) requires that payments for services be consistent with efficiency, economy, and quality of care. Section 1903(a)(1) provides for Federal financial participation to states for expenditures for services under an approved state plan/waiver. Specify whether supplemental or enhanced payments are made. Select one:*

No. The state does not make supplemental or enhanced payments for waiver services.

Yes. The state makes supplemental or enhanced payments for waiver services.

Describe: (a) the nature of the supplemental or enhanced payments that are made and the waiver services for which these payments are made; (b) the types of providers to which such payments are made; (c) the source of the non-Federal share of the supplemental or enhanced payment; and, (d) whether providers eligible to receive the supplemental or enhanced payment retain 100% of the total computable expenditure claimed by the state to CMS. Upon request, the state will furnish CMS with detailed information about the total amount of supplemental or enhanced payments to each provider type in the waiver.

Appendix I: Financial Accountability

I-3: Payment (4 of 7)

d. Payments to state or Local Government Providers. *Specify whether state or local government providers receive payment for the provision of waiver services.*

No. State or local government providers do not receive payment for waiver services. Do not complete Item I-3-e.

Yes. State or local government providers receive payment for waiver services. Complete Item I-3-e.

Specify the types of state or local government providers that receive payment for waiver services and the services that the state or local government providers furnish:

DMHAS state operated Local Mental Health Authorities (LMHA) may provide certain waiver services including: Community Support Program, Recovery Assistants, Supported Employment, Brief Episode Stabilization, Transitional Case Management and Peer Supports

Appendix I: Financial Accountability

I-3: Payment (5 of 7)

e. Amount of Payment to State or Local Government Providers.

Specify whether any state or local government provider receives payments (including regular and any supplemental payments) that in the aggregate exceed its reasonable costs of providing waiver services and, if so, whether and how the state recoups the excess and returns the Federal share of the excess to CMS on the quarterly expenditure report. Select one:

The amount paid to state or local government providers is the same as the amount paid to private providers of the same service.

The amount paid to state or local government providers differs from the amount paid to private providers of the same service. No public provider receives payments that in the aggregate exceed its reasonable costs of providing waiver services.

The amount paid to state or local government providers differs from the amount paid to private providers of the same service. When a state or local government provider receives payments (including regular and any supplemental payments) that in the aggregate exceed the cost of waiver services, the state recoups the excess and returns the federal share of the excess to CMS on the quarterly expenditure report.

Describe the recoupment process:

Appendix I: Financial Accountability

I-3: Payment (6 of 7)

f. Provider Retention of Payments. Section 1903(a)(1) provides that Federal matching funds are only available for expenditures made by states for services under the approved waiver. Select one:

Providers receive and retain 100 percent of the amount claimed to CMS for waiver services.

Providers are paid by a managed care entity (or entities) that is paid a monthly capitated payment.

Specify whether the monthly capitated payment to managed care entities is reduced or returned in part to the state.

Appendix I: Financial Accountability

g. Additional Payment Arrangements

i. Voluntary Reassignment of Payments to a Governmental Agency. Select one:

No. The state does not provide that providers may voluntarily reassign their right to direct payments to a governmental agency.

Yes. Providers may voluntarily reassign their right to direct payments to a governmental agency as provided in 42 CFR §447.10(e).

Specify the governmental agency (or agencies) to which reassignment may be made.

ii. Organized Health Care Delivery System. Select one:

No. The state does not employ Organized Health Care Delivery System (OHCDS) arrangements under the provisions of 42 CFR §447.10.

Yes. The waiver provides for the use of Organized Health Care Delivery System arrangements under the provisions of 42 CFR §447.10.

Specify the following: (a) the entities that are designated as an OHCDS and how these entities qualify for designation as an OHCDS; (b) the procedures for direct provider enrollment when a provider does not voluntarily agree to contract with a designated OHCDS; (c) the method(s) for assuring that participants have free choice of qualified providers when an OHCDS arrangement is employed, including the selection of providers not affiliated with the OHCDS; (d) the method(s) for assuring that providers that furnish services under contract with an OHCDS meet applicable provider qualifications under the waiver; (e) how it is assured that OHCDS contracts with providers meet applicable requirements; and, (f) how financial accountability is assured when an OHCDS arrangement is used:

iii. Contracts with MCOs, PIHPs or PAHPs.

The state does not contract with MCOs, PIHPs or PAHPs for the provision of waiver services.

The state contracts with a Managed Care Organization(s) (MCOs) and/or prepaid inpatient health plan(s) (PIHP) or prepaid ambulatory health plan(s) (PAHP) under the provisions of §1915(a)(1) of the Act for the delivery of waiver and other services. Participants may voluntarily elect to receive waiver and other services through such MCOs or prepaid health plans. Contracts with these health plans are on file at the state Medicaid agency.

Describe: (a) the MCOs and/or health plans that furnish services under the provisions of §1915(a)(1); (b) the geographic areas served by these plans; (c) the waiver and other services furnished by these plans; and, (d) how payments are made to the health plans.

This waiver is a part of a concurrent §1915(b)/§1915(c) waiver. Participants are required to obtain waiver

and other services through a MCO and/or prepaid inpatient health plan (PIHP) or a prepaid ambulatory health plan (PAHP). The §1915(b) waiver specifies the types of health plans that are used and how payments to these plans are made.

This waiver is a part of a concurrent §1115/§1915(c) waiver. Participants are required to obtain waiver and other services through a MCO and/or prepaid inpatient health plan (PIHP) or a prepaid ambulatory health plan (PAHP). The §1115 waiver specifies the types of health plans that are used and how payments to these plans are made.

If the state uses more than one of the above contract authorities for the delivery of waiver services, please select this option.

In the textbox below, indicate the contract authorities. In addition, if the state contracts with MCOs, PIHPs, or PAHPs under the provisions of §1915(a)(1) of the Act to furnish waiver services: Participants may voluntarily elect to receive waiver and other services through such MCOs or prepaid health plans. Contracts with these health plans are on file at the state Medicaid agency. Describe: (a) the MCOs and/or health plans that furnish services under the provisions of §1915(a)(1); (b) the geographic areas served by these plans; (c) the waiver and other services furnished by these plans; and, (d) how payments are made to the health plans.

Appendix I: Financial Accountability

I-4: Non-Federal Matching Funds (1 of 3)

a. State Level Source(s) of the Non-Federal Share of Computable Waiver Costs. Specify the state source or sources of the non-federal share of computable waiver costs. Select at least one:

Appropriation of State Tax Revenues to the State Medicaid agency

Appropriation of State Tax Revenues to a State Agency other than the Medicaid Agency.

If the source of the non-federal share is appropriations to another state agency (or agencies), specify: (a) the state entity or agency receiving appropriated funds and (b) the mechanism that is used to transfer the funds to the Medicaid Agency or Fiscal Agent, such as an Intergovernmental Transfer (IGT), including any matching arrangement, and/or, indicate if the funds are directly expended by state agencies as CPEs, as indicated in Item I-2-c:

Funds are appropriated to DSS for waiver and state plan services provided by private non-profit providers. Funds are appropriated to DMHAS as a CPE for the provision of those waiver services that are provided by DMHAS state operated Local Mental Health Authorities (LMHAs). The State Department of Administrative Services (DAS) submits claims on behalf of the LMHAs to the MMIS, and the MMIS will adjudicate these claims on a non-cash basis. Rates paid for waiver services are uniform for every provider of a waiver service and do not vary between private and state operated facilities.

Other State Level Source(s) of Funds.

Specify: (a) the source and nature of funds; (b) the entity or agency that receives the funds; and, (c) the mechanism that is used to transfer the funds to the Medicaid Agency or Fiscal Agent, such as an Intergovernmental Transfer (IGT), including any matching arrangement, and/or, indicate if funds are directly expended by state agencies as CPEs, as indicated in Item I-2-c:

Appendix I: Financial Accountability

b. Local Government or Other Source(s) of the Non-Federal Share of Computable Waiver Costs. Specify the source or sources of the non-federal share of computable waiver costs that are not from state sources. Select One:

Not Applicable. There are no local government level sources of funds utilized as the non-federal share.

Applicable

Check each that applies:

Appropriation of Local Government Revenues.

Specify: (a) the local government entity or entities that have the authority to levy taxes or other revenues; (b) the source(s) of revenue; and, (c) the mechanism that is used to transfer the funds to the Medicaid Agency or Fiscal Agent, such as an Intergovernmental Transfer (IGT), including any matching arrangement (indicate any intervening entities in the transfer process), and/or, indicate if funds are directly expended by local government agencies as CPEs, as specified in Item I-2-c:

Other Local Government Level Source(s) of Funds.

Specify: (a) the source of funds; (b) the local government entity or agency receiving funds; and, (c) the mechanism that is used to transfer the funds to the state Medicaid agency or fiscal agent, such as an Intergovernmental Transfer (IGT), including any matching arrangement, and/or, indicate if funds are directly expended by local government agencies as CPEs, as specified in Item I-2-c:

Appendix I: Financial Accountability

I-4: Non-Federal Matching Funds (3 of 3)

c. Information Concerning Certain Sources of Funds. Indicate whether any of the funds listed in Items I-4-a or I-4-b that make up the non-federal share of computable waiver costs come from the following sources: (a) health care-related taxes or fees; (b) provider-related donations; and/or, (c) federal funds. Select one:

None of the specified sources of funds contribute to the non-federal share of computable waiver costs

The following source(s) are used

Check each that applies:

Health care-related taxes or fees

Provider-related donations

Federal funds

For each source of funds indicated above, describe the source of the funds in detail:

Appendix I: Financial Accountability

I-5: Exclusion of Medicaid Payment for Room and Board

a. Services Furnished in Residential Settings. Select one:

No services under this waiver are furnished in residential settings other than the private residence of the individual.

As specified in Appendix C, the state furnishes waiver services in residential settings other than the personal home of the individual.

b. Method for Excluding the Cost of Room and Board Furnished in Residential Settings. The following describes the methodology that the state uses to exclude Medicaid payment for room and board in residential settings:

Do not complete this item.

Appendix I: Financial Accountability

I-6: Payment for Rent and Food Expenses of an Unrelated Live-In Caregiver

Reimbursement for the Rent and Food Expenses of an Unrelated Live-In Personal Caregiver. Select one:

No. The state does not reimburse for the rent and food expenses of an unrelated live-in personal caregiver who resides in the same household as the participant.

Yes. Per 42 CFR §441.310(a)(2)(ii), the state will claim FFP for the additional costs of rent and food that can be reasonably attributed to an unrelated live-in personal caregiver who resides in the same household as the waiver participant. The state describes its coverage of live-in caregiver in Appendix C-3 and the costs attributable to rent and food for the live-in caregiver are reflected separately in the computation of factor D (cost of waiver services) in Appendix J. FFP for rent and food for a live-in caregiver will not be claimed when the participant lives in the caregiver's home or in a residence that is owned or leased by the provider of Medicaid services.

The following is an explanation of: (a) the method used to apportion the additional costs of rent and food attributable to the unrelated live-in personal caregiver that are incurred by the individual served on the waiver and (b) the method used to reimburse these costs:

Appendix I: Financial Accountability

I-7: Participant Co-Payments for Waiver Services and Other Cost Sharing (1 of 5)

a. Co-Payment Requirements. Specify whether the state imposes a co-payment or similar charge upon waiver participants for waiver services. These charges are calculated per service and have the effect of reducing the total computable claim for federal financial participation. Select one:

No. The state does not impose a co-payment or similar charge upon participants for waiver services.

Yes. The state imposes a co-payment or similar charge upon participants for one or more waiver services.

i. Co-Pay Arrangement.

Specify the types of co-pay arrangements that are imposed on waiver participants (check each that applies):

Charges Associated with the Provision of Waiver Services (if any are checked, complete Items I-7-a-ii through I-7-a-iv):

Nominal deductible

Coinsurance

Co-Payment

Other charge

Specify:

Appendix I: Financial Accountability

I-7: Participant Co-Payments for Waiver Services and Other Cost Sharing (2 of 5)

a. Co-Payment Requirements.

ii. Participants Subject to Co-pay Charges for Waiver Services.

Answers provided in Appendix I-7-a indicate that you do not need to complete this section.

Appendix I: Financial Accountability

I-7: Participant Co-Payments for Waiver Services and Other Cost Sharing (3 of 5)

a. Co-Payment Requirements.

iii. Amount of Co-Pay Charges for Waiver Services.

Answers provided in Appendix I-7-a indicate that you do not need to complete this section.

Appendix I: Financial Accountability

I-7: Participant Co-Payments for Waiver Services and Other Cost Sharing (4 of 5)

a. Co-Payment Requirements.

iv. Cumulative Maximum Charges.

Answers provided in Appendix I-7-a indicate that you do not need to complete this section.

Appendix I: Financial Accountability

I-7: Participant Co-Payments for Waiver Services and Other Cost Sharing (5 of 5)

b. Other State Requirement for Cost Sharing. Specify whether the state imposes a premium, enrollment fee or similar cost sharing on waiver participants. Select one:

No. The state does not impose a premium, enrollment fee, or similar cost-sharing arrangement on waiver participants.

Yes. The state imposes a premium, enrollment fee or similar cost-sharing arrangement.

Describe in detail the cost sharing arrangement, including: (a) the type of cost sharing (e.g., premium, enrollment fee); (b) the amount of charge and how the amount of the charge is related to total gross family income; (c) the groups of participants subject to cost-sharing and the groups who are excluded; and, (d) the mechanisms for the collection of cost-sharing and reporting the amount collected on the CMS 64:

Appendix J: Cost Neutrality Demonstration

J-1: Composite Overview and Demonstration of Cost-Neutrality Formula

Composite Overview. Complete the fields in Cols. 3, 5 and 6 in the following table for each waiver year. The fields in Cols. 4, 7 and 8 are auto-calculated based on entries in Cols 3, 5, and 6. The fields in Col. 2 are auto-calculated using the Factor D data from the J-2-d Estimate of Factor D tables. Col. 2 fields will be populated ONLY when the Estimate of Factor D tables in J-2-d have been completed.

Level(s) of Care: Nursing Facility

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8
Year	Factor D	Factor D'	Total: D+D'	Factor G	Factor G'	Total: G+G'	Difference (Col 7 less Column4)
1	27064.18	24661.00	51725.18	81341.00	11579.00	92920.00	41194.82
2	28738.86	26713.00	55451.86	84026.00	11892.00	95918.00	40466.14
3	30400.61	27434.00	57834.61	86798.00	12213.00	99011.00	41176.39
4	32240.06	28175.00	60415.06	89663.00	12542.00	102205.00	41789.94
5	34113.53	28936.00	63049.53	92622.00	12881.00	105503.00	42453.47

Appendix J: Cost Neutrality Demonstration

J-2: Derivation of Estimates (1 of 9)

a. Number Of Unduplicated Participants Served. Enter the total number of unduplicated participants from Item B-3-a who will be served each year that the waiver is in operation. When the waiver serves individuals under more than one level of care, specify the number of unduplicated participants for each level of care:

Table: J-2-a: Unduplicated Participants

Waiver Year	Total Unduplicated Number of Participants (from Item B-3-a)	Distribution of Unduplicated Participants by Level of Care (if applicable)	
		Level of Care: Nursing Facility	
Year 1	752		752
Year 2	790		790
Year 3	824		824
Year 4	859		859
Year 5	896		896

Appendix J: Cost Neutrality Demonstration

J-2: Derivation of Estimates (2 of 9)

b. Average Length of Stay. Describe the basis of the estimate of the average length of stay on the waiver by participants in item J-2-a.

The projected average length of stay for each of the five renewal years is the same as that reported on the CMS-372(S) Initial report for 4/1/20 - 3/31/21, and is consistent with the historical trend for this waiver.

Appendix J: Cost Neutrality Demonstration

J-2: Derivation of Estimates (3 of 9)

c. Derivation of Estimates for Each Factor. Provide a narrative description for the derivation of the estimates of the following factors.

i. Factor D Derivation. The estimates of Factor D for each waiver year are located in Item J-2-d. The basis and methodology for these estimates is as follows:

The beginning caseload for April 1, 2022 was projected based on the actual billing caseload as of September 1, 2019 and the net growth projected for the succeeding 7 month period. The projection is based on the 4/1/19-3/31/20 actual caseload intake and discharges, and adjusted for an initiative to increase MFP transitions in Year 1 to a level to be maintained throughout the renewal period. The projected intake for Year 1 was added to the projected beginning caseload for April 1, 2022 to obtain the unduplicated recipient count for Year 1. The beginning caseload for each year was projected based on the actual net growth experienced April 1, 2019 – March 31, 2020 and the impact of the initiative to increase MFP transitions.

The source of users for each service used to calculate Factor D is the same as the percentage of total users for each service reported in the CMS-372(S) Lag report for April 1, 2019 – March 31, 2020. The units per user is the same as reported in the CMS-372(S) Lag report for April 1, 2019 – March 31, 2020. The average cost per unit for Year 1 is based on the data reported on the CMS-372(S) for April 1, 2019 – March 31, 2020 and adjusted for legislatively approved rate increases effective prior to the renewal period. The average cost per unit for Years 2-5 is trended at 5.9% based the published March 2021 Consumer Price Index for Care of Invalids and Elderly at Home found in Table 2. The projected utilization for In-Home Counseling and Interpreting Services are based on the professional judgement of the DMHAS clinical and fiscal personnel.

ii. Factor D' Derivation. The estimates of Factor D' for each waiver year are included in Item J-1. The basis of these estimates is as follows:

The factor D' was calculated by applying CPI to the utilization data in the CMS-372(S) Lag report for April 1, 2019 – March 31, 2020. The historical cost data were trended forward for each renewal year using 2.7% based on the published March 2021 Consumer Price index for Medical Care. Factor D' was based on 372 reports that exclude dual eligible clients pharmacy expenditures; therefore, Factor D' did not require additional adjustment.

iii. Factor G Derivation. The estimates of Factor G for each waiver year are included in Item J-1. The basis of these estimates is as follows:

The factor G was calculated by applying CPI to the CMS-372(T) Lag report utilization for April 1, 2019 – March 31, 2020. The annual inflation projection for Factor G is based on the published March 2021 Consumer Price Index for Nursing Home Care of 3.3%.

iv. Factor G' Derivation. The estimates of Factor G' for each waiver year are included in Item J-1. The basis of these estimates is as follows:

The factor G' was calculated by applying CPI to the CMS-372(S) Lag report utilization for April 1, 2019 – March 31, 2020. The historical cost data were trended forward by 2.7% for each renewal year, based on the published March 2021 Consumer Price index for Medical Care.

Appendix J: Cost Neutrality Demonstration

J-2: Derivation of Estimates (4 of 9)

Component management for waiver services. If the service(s) below includes two or more discrete services that are reimbursed separately, or is a bundled service, each component of the service must be listed. Select “manage components” to add these components.

Waiver Services	
Adult Day Health	
Community Support	
Supported Employment	
Assisted Living	

Waiver Services	
Assistive Technology	
Brief Episode Stabilization	
Chore Services	
Home Accessibility Adaptations	
Home Delivered Meals	
Interpreter	
Mental Health Counseling	
Non-medical transportation	
Overnight Recovery Assistant	
Peer Supports	
Personal Emergency Response Systems	
Recovery Assistant	
Specialized Medical Equipment	
Transitional Case Management	

Appendix J: Cost Neutrality Demonstration

J-2: Derivation of Estimates (5 of 9)

d. Estimate of Factor D.

i. Non-Concurrent Waiver. Complete the following table for each waiver year. Enter data into the Unit, # Users, Avg. Units Per User, and Avg. Cost/Unit fields for all the Waiver Service/Component items. Select Save and Calculate to automatically calculate and populate the Component Costs and Total Costs fields. All fields in this table must be completed in order to populate the Factor D fields in the J-1 Composite Overview table.

Waiver Year: Year 1

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
Adult Day Health Total:						818.40
Adult Day Health	Per day	1	10.00	81.84	818.40	
Community Support Total:						4872506.76
Community Support Program - individual	Per 15 Min	671	276.00	26.31	4872506.76	
Supported Employment Total:						37939.80
Supported Employment Individual	Per 15 Min	12	185.00	17.09	37939.80	
Assisted Living Total:						206588.50
Assisted Living	per day	10	745.00	27.73	206588.50	
Assistive Technology Total:						18000.00
Assistive Technology					18000.00	
GRAND TOTAL:						20352265.23
Total Estimated Unduplicated Participants:						752
Factor D (Divide total by number of participants):						27064.18
Average Length of Stay on the Waiver:						332

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
	per unit	9	1.00	2000.00		
Brief Episode Stabilization Total:						228.80
Brief Episode Stabilization	per 15 Min	5	4.00	11.44	228.80	
Chore Services Total:						83362.50
Chore Services	per 15 min	65	270.00	4.75	83362.50	
Home Accessibility Adaptations Total:						5191.01
Home Accessibility Adaptations	Per Service	1	1.00	5191.01	5191.01	
Home Delivered Meals Total:						667963.56
Home Delivered Meals	per unit	363	179.00	10.28	667963.56	
Interpreter Total:						1599.00
Interpreter	Per 15 min	5	20.00	15.99	1599.00	
Mental Health Counseling Total:						130162.50
Mental Health Counseling	Per unit	50	45.00	57.85	130162.50	
Non-medical transportation Total:						2.30
Non-medical transportation	per mile	1	5.00	0.46	2.30	
Overnight Recovery Assistant Total:						4922.73
Overnight Recovery Assistant	per 15 min	3	249.00	6.59	4922.73	
Peer Supports Total:						50387.40
Peer Supports	Per 15 Min	18	215.00	13.02	50387.40	
Personal Emergency Response Systems Total:						168286.14
Personal Emergency Response Systems	per month	451	6.00	62.19	168286.14	
Recovery Assistant Total:						14055448.55
Recovery Assistant	per 15 minutes	715	2983.00	6.59	14055448.55	
Specialized Medical Equipment Total:						10507.32
Specialized Medical Equipment	Per unit				10507.32	
GRAND TOTAL:						20352265.23
Total Estimated Unduplicated Participants:						752
Factor D (Divide total by number of participants):						27064.18
Average Length of Stay on the Waiver:						332

Waiver Service/Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
		27	4.00	97.29		
Transitional Case Management Total:						38349.96
Transitional Case Management	Per 15 Min	102	22.00	17.09	38349.96	
GRAND TOTAL:						20352265.23
Total Estimated Unduplicated Participants:						752
Factor D (Divide total by number of participants):						27064.18
Average Length of Stay on the Waiver:						332

Appendix J: Cost Neutrality Demonstration

J-2: Derivation of Estimates (6 of 9)

d. Estimate of Factor D.

i. Non-Concurrent Waiver. Complete the following table for each waiver year. Enter data into the Unit, # Users, Avg. Units Per User, and Avg. Cost/Unit fields for all the Waiver Service/Component items. Select Save and Calculate to automatically calculate and populate the Component Costs and Total Costs fields. All fields in this table must be completed in order to populate the Factor D fields in the J-1 Composite Overview table.

Waiver Year: Year 2

Waiver Service/Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
Adult Day Health Total:						866.70
Adult Day Health	Per day	1	10.00	86.67	866.70	
Community Support Total:						5420998.80
Community Support Program - individual	Per 15 Min	705	276.00	27.86	5420998.80	
Supported Employment Total:						43530.50
Supported Employment Individual	Per 15 Min	13	185.00	18.10	43530.50	
Assisted Living Total:						240687.15
Assisted Living	per day	11	745.00	29.37	240687.15	
Assistive Technology Total:						18000.00
Assistive Technology	per unit	9	1.00	2000.00	18000.00	
Brief Episode Stabilization Total:						242.20
Brief Episode Stabilization	per 15 Min	5	4.00	12.11	242.20	
GRAND TOTAL:						22703699.78
Total Estimated Unduplicated Participants:						790
Factor D (Divide total by number of participants):						28738.86
Average Length of Stay on the Waiver:						332

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
Chore Services Total:						92350.80
Chore Services	per 15 min	68	270.00	5.03	92350.80	
Home Accessibility Adaptations Total:						54972.80
Home Accessibility Adaptations	Per Service	5	2.00	5497.28	54972.80	
Home Delivered Meals Total:						742687.11
Home Delivered Meals	per unit	381	179.00	10.89	742687.11	
Interpreter Total:						1693.00
Interpreter	Per 15 min	5	20.00	16.93	1693.00	
Mental Health Counseling Total:						146105.10
Mental Health Counseling	Per unit	53	45.00	61.26	146105.10	
Non-medical transportation Total:						2.45
Non-medical transportation	per mile	1	5.00	0.49	2.45	
Overnight Recovery Assistant Total:						6952.08
Overnight Recovery Assistant	Per 15 minutes	4	249.00	6.98	6952.08	
Peer Supports Total:						56332.15
Peer Supports	Per 15 Minutes	19	215.00	13.79	56332.15	
Personal Emergency Response Systems Total:						187305.84
Personal Emergency Response Systems	per month	474	6.00	65.86	187305.84	
Recovery Assistant Total:						15636826.34
Recovery Assistant	per 15 minutes	751	2983.00	6.98	15636826.34	
Specialized Medical Equipment Total:						11539.36
Specialized Medical Equipment	Per Service	28	4.00	103.03	11539.36	
Transitional Case Management Total:						42607.40
Transitional Case Management	Per 15 Min	107	22.00	18.10	42607.40	
GRAND TOTAL:						22703699.78
Total Estimated Unduplicated Participants:						790
Factor D (Divide total by number of participants):						28738.86
Average Length of Stay on the Waiver:						332

Appendix J: Cost Neutrality Demonstration

J-2: Derivation of Estimates (7 of 9)

d. Estimate of Factor D.

i. Non-Concurrent Waiver. Complete the following table for each waiver year. Enter data into the Unit, # Users, Avg. Units Per User, and Avg. Cost/Unit fields for all the Waiver Service/Component items. Select Save and Calculate to automatically calculate and populate the Component Costs and Total Costs fields. All fields in this table must be completed in order to populate the Factor D fields in the J-1 Composite Overview table.

Waiver Year: Year 3

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
Adult Day Health Total:						917.80
Adult Day Health	Per day	1	10.00	91.78	917.80	
Community Support Total:						5984370.00
Community Support Program - individual	Per 15 Min	735	276.00	29.50	5984370.00	
Supported Employment Total:						49650.30
Supported Employment Individual	Per 15 Min	14	185.00	19.17	49650.30	
Assisted Living Total:						254864.50
Assisted Living	per day	11	745.00	31.10	254864.50	
Assistive Technology Total:						20000.00
Assistive Technology	per unit	10	1.00	2000.00	20000.00	
Brief Episode Stabilization Total:						256.40
Brief Episode Stabilization	per 15 Min	5	4.00	12.82	256.40	
Chore Services Total:						102176.10
Chore Services	per 15 Min	71	270.00	5.33	102176.10	
Home Accessibility Adaptations Total:						58216.20
Home Accessibility Adaptations	Per Service	5	2.00	5821.62	58216.20	
Home Delivered Meals Total:						819356.39
Home Delivered Meals	per unit	397	179.00	11.53	819356.39	
Interpreter Total:						1793.00
GRAND TOTAL:						25050105.77
Total Estimated Unduplicated Participants:						824
Factor D (Divide total by number of participants):						30400.61
Average Length of Stay on the Waiver:						332

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
Interpreter	Per 15 min	5	20.00	17.93	1793.00	
Mental Health Counseling Total:						160553.25
Mental Health Counseling	Per unit	55	45.00	64.87	160553.25	
Non-medical transportation Total:						2.60
Non-medical transportation	per mile	1	5.00	0.52	2.60	
Overnight Recovery Assistant Total:						7360.44
Overnight Recovery Assistant	per 15 minutes	4	249.00	7.39	7360.44	
Peer Supports Total:						62780.00
Peer Supports	Per 15 Min	20	215.00	14.60	62780.00	
Personal Emergency Response Systems Total:						206739.00
Personal Emergency Response Systems	per month	494	6.00	69.75	206739.00	
Recovery Assistant Total:						17260741.71
Recovery Assistant	per 15 minutes	783	2983.00	7.39	17260741.71	
Specialized Medical Equipment Total:						13093.20
Specialized Medical Equipment	Per Service	30	4.00	109.11	13093.20	
Transitional Case Management Total:						47234.88
Transitional Case Management	Per 15 Min	112	22.00	19.17	47234.88	
GRAND TOTAL:					2505105.77	
Total Estimated Unduplicated Participants:					824	
Factor D (Divide total by number of participants):					30400.61	
Average Length of Stay on the Waiver:						332

Appendix J: Cost Neutrality Demonstration

J-2: Derivation of Estimates (8 of 9)

d. Estimate of Factor D.

i. Non-Concurrent Waiver. Complete the following table for each waiver year. Enter data into the Unit, # Users, Avg. Units Per User, and Avg. Cost/Unit fields for all the Waiver Service/Component items. Select Save and Calculate to automatically calculate and populate the Component Costs and Total Costs fields. All fields in this table must be completed in order to populate the Factor D fields in the J-1 Composite Overview table.

Waiver Year: Year 4

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
Adult Day Health Total:						972.00
Adult Day Health	Per day	1	10.00	97.20	972.00	
Community Support Total:						6613258.08
Community Support Program - individual	Per 15 Min	767	276.00	31.24	6613258.08	
Supported Employment Total:						52577.00
Supported Employment Individual	Per 15 Min	14	185.00	20.30	52577.00	
Assisted Living Total:						294394.20
Assisted Living	per day	12	745.00	32.93	294394.20	
Assistive Technology Total:						20000.00
Assistive Technology	per unit	10	1.00	2000.00	20000.00	
Brief Episode Stabilization Total:						325.92
Brief Episode Stabilization	per 15 Min	6	4.00	13.58	325.92	
Chore Services Total:						112687.20
Chore Services	per 15 Min	74	270.00	5.64	112687.20	
Home Accessibility Adaptations Total:						61651.00
Home Accessibility Adaptations	Per Service	5	2.00	6165.10	61651.00	
Home Delivered Meals Total:						904834.26
Home Delivered Meals	per unit	414	179.00	12.21	904834.26	
Interpreter Total:						2278.80
Interpreter	Per 15 min	6	20.00	18.99	2278.80	
Mental Health Counseling Total:						176215.50
Mental Health Counseling	Per unit	57	45.00	68.70	176215.50	
Non-medical transportation Total:						2.75
Non-medical transportation	per mile	1	5.00	0.55	2.75	
Overnight Recovery Assistant Total:						7798.68
GRAND TOTAL:						27694215.12
Total Estimated Unduplicated Participants:						859
Factor D (Divide total by number of participants):						32240.06
Average Length of Stay on the Waiver:						332

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
Overnight Recovery Assistant	per 15 minutes	4	249.00	7.83	7798.68	
Peer Supports Total:						69801.90
Peer Supports	Per 15 Min	21	215.00	15.46	69801.90	
Personal Emergency Response Systems Total:						228258.30
Personal Emergency Response Systems	per month	515	6.00	73.87	228258.30	
Recovery Assistant Total:						19082579.13
Recovery Assistant	per 15 minutes	817	2983.00	7.83	19082579.13	
Specialized Medical Equipment Total:						14328.20
Specialized Medical Equipment	Per Service	31	4.00	115.55	14328.20	
Transitional Case Management Total:						52252.20
Transitional Case Management	Per 15 Min	117	22.00	20.30	52252.20	
GRAND TOTAL:					27694215.12	
Total Estimated Unduplicated Participants:					859	
Factor D (Divide total by number of participants):					32240.06	
Average Length of Stay on the Waiver:						332

Appendix J: Cost Neutrality Demonstration

J-2: Derivation of Estimates (9 of 9)

d. Estimate of Factor D.

i. Non-Concurrent Waiver. Complete the following table for each waiver year. Enter data into the Unit, # Users, Avg. Units Per User, and Avg. Cost/Unit fields for all the Waiver Service/Component items. Select Save and Calculate to automatically calculate and populate the Component Costs and Total Costs fields. All fields in this table must be completed in order to populate the Factor D fields in the J-1 Composite Overview table.

Waiver Year: Year 5

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
Adult Day Health Total:						1029.30
Adult Day Health	Per day	1	10.00	102.93	1029.30	
Community Support Total:						7304064.00
Community Support Program -	Per 15 Min		276.00	33.08	7304064.00	
GRAND TOTAL:					30565720.77	
Total Estimated Unduplicated Participants:					896	
Factor D (Divide total by number of participants):					34113.53	
Average Length of Stay on the Waiver:						332

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
individual		800				
Supported Employment Total:						59662.50
Supported Employment Individual	Per 15 Min	15	185.00	21.50	59662.50	
Assisted Living Total:						311737.80
Assisted Living	per day	12	745.00	34.87	311737.80	
Assistive Technology Total:						22000.00
Assistive Technology	per unit	11	1.00	2000.00	22000.00	
Brief Episode Stabilization Total:						287.60
Brief Episode Stabilization	per 15 Min	5	4.00	14.38	287.60	
Chore Services Total:						125728.20
Chore Services	per 15 Min	78	270.00	5.97	125728.20	
Home Accessibility Adaptations Total:						65288.40
Home Accessibility Adaptations	Per Service	5	2.00	6528.84	65288.40	
Home Delivered Meals Total:						999851.04
Home Delivered Meals	per unit	432	179.00	12.93	999851.04	
Interpreter Total:						2413.20
Interpreter	Per 15 min	6	20.00	20.11	2413.20	
Mental Health Counseling Total:						196425.00
Mental Health Counseling	Per unit	60	45.00	72.75	196425.00	
Non-medical transportation Total:						2.90
Non-medical transportation	per mile	1	5.00	0.58	2.90	
Overnight Recovery Assistant Total:						8256.84
Overnight Recovery Assistant	per 15 minutes	4	249.00	8.29	8256.84	
Peer Supports Total:						73910.55
Peer Supports	Per 15 Min	21	215.00	16.37	73910.55	
GRAND TOTAL:						30565720.77
Total Estimated Unduplicated Participants:						896
Factor D (Divide total by number of participants):						34113.53
Average Length of Stay on the Waiver:						332

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
Personal Emergency Response Systems Total:						252526.44
Personal Emergency Response Systems	per month	538	6.00	78.23	252526.44	
Recovery Assistant Total:						21069167.64
Recovery Assistant	per 15 minutes	852	2983.00	8.29	21069167.64	
Specialized Medical Equipment Total:						15663.36
Specialized Medical Equipment	Per Service	32	4.00	122.37	15663.36	
Transitional Case Management Total:						57706.00
Transitional Case Management	Per 15 Min	122	22.00	21.50	57706.00	
GRAND TOTAL:						30565720.77
Total Estimated Unduplicated Participants:						896
Factor D (Divide total by number of participants):						34113.53
Average Length of Stay on the Waiver:						332