

SRS Disability and Behavioral Health Services/Community Supports and Services (DBHS/CSS) – Community Developmental Disability Organization (CDDO) Policy

Regarding: Portability

Final Revisions and Approval Date: May 17, 2001 rev. April 15, 2009, rev. January 21, 2010

Implementation Date: July 1, 2001 rev., as revised, February 1, 2010

Policy Language:

With the exception of State Aid and CDDO Administration funding, all funds identified in the Funding and Reimbursement section of the SRS/CDDO Contract must be portable, and the CDDO's must provide continuity of service for persons who choose to continue services and move from the one CDDO area to another CDDO area. Funds must be portable except when a person no longer needs services or voluntarily withdraws from services with no immediate foreseeable need for services. Any ported funds may be terminated pursuant to DBHS/CSS Service Termination Policy or DBHS/CSS Involuntary Termination policy.

Procedures:

1. State General Funds

When a person whose services are fully or partially funded by State General Funds (SGF), moves from one CDDO service area to another CDDO service area the following will apply.

Day and Residential Services

For the current fiscal year the amount of funds transferred must be calculated based on the number of remaining days in the fiscal year per the current funding plan, at the daily rates in the 2009 contract amount divided by the number of days per year per service (Residential daily rate \$33.96, Day Service daily rate \$28.13).

Family Support/Family Subsidy Services:

For the current fiscal year the amount of funds transferred to fund the person's services must be the amount of remaining funds committed by the CDDO.

2. HCBS/MR Waiver

When a person, whose services are funded through the HCBS MR/DD waiver moves from one CDDO service area to another CDDO service area, the amount of funds transferred for the person's services must be the amount of funds committed by the CDDO for that person, but not in excess of the individual allocation pursuant to the current CDDO contract. Individuals funded through crisis or contract exceptions and not captured in the CDDO allocation who move to another CDDO area are considered case transfers and the funds are not ported. The receiving CDDO will honor the transferring CDDO's commitment of funds for these case transfers to receive services in the new CDDO area. Transferring CDDO will notify the receiving CDDO using Port/Transfer Notification process and include the CDDO's 90 day crisis review dates.

When an individual transfers In-Home Support, Personal Assistant and Specialized Medical Care services, the receiving CDDO will honor the amount of services on the person's Plan of Care, even if it exceeds the ported allocation amount, until the receiving CDDO completes a redetermination of need within 90 days of the person's move. Any change to level of service would be pursuant to DBHS/CSS and/or local policies and contractual guidelines.

When transferring Personal Assistant services and the plan of care amount is less than the allocated amount, the transferring CDDO will port the full day or residential allocation less adjustments, to assure conversion back to traditional services without penalty, if needed.

When an individual, whose services are funded with a DBHS/CSS approved extraordinary rate (EF) transfers, the amount of funds ported must be the DBHS/CSS approved extraordinary rate. The receiving CDDO must do a redetermination of the need per DBHS/CSS-CDDO Extraordinary Funding Policy.

3. As soon as known the transferring CDDO will begin:
 - Notifying receiving CDDO of pending/planned move and appropriate contacts
 - Updating known information in the BASIS system
 - Inform the individual/family, service delivery conditions may be different in other parts of the state and in other CSPs
4. Documents transferring CDDO will send to receiving CDDO:
 - BASIS sections 1 through 3, including the close dates, and means of contact individual, if known
 - Additional information used to determine service eligibility, at a minimum must include where to access a copy of the psychological evaluation or

medical professional's diagnosis used to determine eligibility (i.e. name, address, medical professional name, and date of source)

- Current Plan of Care or individual's funding plan
- Current Person Centered Support Plan (PCSP)
- Needs Assessment, if applicable
- Crisis Notification form, if applicable
- Extraordinary Funding Notification form and EF justification/findings page, if applicable
- Guardianship Documentation, (Court Decree/Order, if other than natural parent of minor child)

5. At completion of the process the transferring CDDO will complete a Port/Transfer Notification Form with the following information

- Name of transferring CDDO and receiving CDDO
- Individual's name
- Individual's SS#
- Individual's Medicaid #
- Type of transfer
- BASIS Deletion Date
- Service(s) closed date
- Funding Source
- Extraordinary Funding annual review cycle
- Tier and Tier Rate
- Transfer Amount (Waiver adjusted by attendance/adjustment factors)
- Name of contact person at transferring CDDO

6. Transferring CDDO:

- Assures that "Notification of Medicaid HCBS or Working Healthy Services Changes/Updates" (Form 3161) is sent to area SRS office
- If a person transfers after the snapshot, but prior to the end of current fiscal year, funds must be ported through the end of the current fiscal year and the next fiscal year on separate Port/Transfer Notification Forms

7. The receiving CDDO will

- Make changes to BASIS to reflect the move on the effective date and any other appropriate changes
- Assure new plan of care is prepared and entered
- Assure new 3161 is sent to new area SRS office
- Acknowledge receipt of Port/Transfer Notification Form to originating CDDO
- Signs and sends Port/Transfer Notification Form to transferring CDDO and if a port sends a copy to the assigned DBHS/CSS staff via email.

- Provide information to the person/guardian of all available services in the area
8. Each quarter, DBHS/CSS will issue each CDDO a reporting of ports in the past quarter.

Draft