Procedures for Accessing Community Living Transition Fund

Legislative Mandate

Session Law 2012-142 established the Transitions to Community Living Fund and designated the sum of thirty-nine million seven hundred thousand dollars ($39,700,000) for implementation of the State's plan to provide temporary, short-term assistance to adult and family care homes for residents who are no longer eligible for Medicaid-Covered Personal Care Services (PCS) as a result of changes to eligibility criteria effective January 1, 2013 and for whom a community placement has not yet been arranged thereby preventing a timely and safe discharge into the community.

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If a resident is no longer eligible for Medicaid-Covered PCS, and if the resident’s appeal has been denied or waived, the adult care home will issue a discharge notice for that resident abiding by the applicable licensure rules for discharge and contact the County Department of Social Services (DSS) Adult Care Home Resident Discharge Team where the home is located.

The DSS and LME/MCO in accordance with the Adult Care Home Resident Discharge Team (ACHRDT) procedures, establishes the lead agency (determined by the criteria for the target population) for conducting on-site visits to adult and family care home residents. The on-site visits are to be conducted by the lead agency within 48 hours (2 business days) to complete a **Certification for Community Living Transition Funds** tool with the resident and his/her guardian or other legal surrogate decision maker. The tool is to be completed during the site visit and a certification decision made at the completion of the visit. This site visit is for purposes of determining access to the transition funds and does not replace other ongoing efforts to assist the resident requesting help in relocating to an alternative setting. The tool can be found at: [http://www.ncdhhs.gov/aging/adultsvcs/certification_assessment_tool.doc](http://www.ncdhhs.gov/aging/adultsvcs/certification_assessment_tool.doc)

Upon completion of the Certification for Community Living Transition Funds tool, the lead agency immediately submits the information listed below to the Division of Aging and Adult Services:

- Completed Certification for Community Living Transition Funds tool
- Applicable Discharge Notice Based on Licensure Rules Provided to the Resident
- Results of PCS Appeal—copy of letter from the Carolina Center for Medical Assistance (CCME)
- If no Appeal Requested, then a Statement to that Effect Signed by the Resident or the Resident’s Guardian or Other Surrogate Decision Maker
**Processing Certification Documents for Payment**

The lead agency forwards the certification documents in a secure e-mail (password protected or other HIPAA compliant e-mail) to Charles Williams charles.williams@dhhs.nc.gov and Suzanne Merrill suzanne.merrill@dhhs.nc.gov at the Division of Aging and Adult Services (DAAS).

The documentation is reviewed by DAAS staff to determine that all required information has been submitted and that the certification tool indicates the resident does not have an alternate community placement at that time and cannot be safely and timely discharged into the community. Once that determination is made by DAAS, a Transition Payment Spreadsheet is completed by DAAS and forwarded to the Division of Medical Assistance in a secure e-mail within 48 hours (two business days). The Division of Medical Assistance communicates the information to its vendor for processing claims for payment to the adult or family care home from the Community Living Transition Fund. The effective date for payments to begin is the date the Certification for Community Living Transition Funds tool was completed and signed by the certifying lead agency.

**Questions About the Certification Procedures**

Questions from DSSs regarding the procedures should be sent to Charles Williams and Suzanne Merrill in the Division of Aging and Adult Services at the above e-mail addresses. Questions from LME/MCOs regarding the procedures should be sent to Ken.Edminster@dhhs.nc.gov or Angela.Harper@dhhs.nc.gov in the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services.