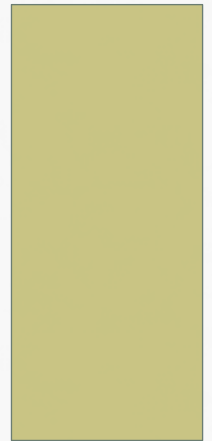


The “Great” Transition

FEE FOR SERVICE IN NEW JERSEY, AN OVERVIEW

A CRITICAL AGENCY UPDATE FOR GUARDIANS



KEY TERMS DEFINED

- **ISP**= *Individualized Service Plan*; this document replaces the IHP and is a product of an annual meeting outlining the services with the IDT (Provider, Individual, Day, Family/Guardian). It is a service plan.
- **SDR**= *Service Detail Report*; this document provides the agency with prior authorization codes for billing.
 - Crucial - to be valid they **must co-exist** with an NJCAT & PCPT,* we must have all (4) of them available for an audit (in house and electronically).
- **NJCAT**= *NJ Comprehensive Assessment Tool*; is the mandatory needs-based assessment used by DDD as part of the process of determining an individual's eligibility to receive Division services. We must have one on file and if a tier changes, must have the updated NJCAT which resulted in the change.
- **PCPT**= *Person Centered Planning Tool*; it is the ISP's assessment tool (similar to the IHP's ABS) and must be renewed annually. If one is not received, then it must be requested by management to Support Coordination.
- **Support Coordination Agencies**; "the professional responsible for developing and maintaining the Individualized Service Plan (ISP) with the participant, their family, and other team members; linking the individual to needed services; and monitoring the provision of services included in the Individualized Service Plan." p. 189.

KEY TERMS DEFINED (CONT.)

- **CCP Manual- Community Care Program**; “a Division of Developmental Disabilities initiative included in the Comprehensive Medicaid Waiver (CMW) that funds community-based services and supports for adults (age 21 and older) with intellectual and developmental disabilities who have been assessed to meet the specified level of care (LOC) for Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/ID)” p.186. It replaced the CCW (Community Care Waiver).
- **Tier Assignment**; each individual we serve is assigned a Tier based on the NJCAT. That Tier assignment equates a dollar amount for service. When there is a change, Directors must be notified.
- **Required Documentation**; “Documentation of the delivery of all services must be maintained to substantiate claims. This documentation should include the date, start and end times, and number of units of the delivered service for each individual and must align with the prior authorization received for the provision of services and the individual’s ISP.” P. 194 (ISP Data)

REQUIRED DOCUMENTS PRIOR TO BILLING

- **NJCAT** (Requested by Agency, unless consent is refused)
- **PCPT**, Person Centered Planning Tool (Medicaid Requirement)
- **NJISP**, Individual Support Plan (Medicaid Requirement)
- **SDR**, Service Detail Report (Medicaid Requirement)



Division of
Developmental
Disabilities



ALLIES HISTORY IN FFS SYSTEM AT ALLIES

- **2016-** We were a part of cohorts 1 & 2 in the State of New Jersey for our day program services. The vast majority have been flipped in 2018 with few contracted slots remaining.
- **2017-** We were a part of cohort 3, which involved our residential services. The State projection is to be totally flipped by the end of calendar year in 2018.

GETTING STARTED

- Complete the **NJCAT** (Assessment tool to substantiate your loved one's level of care)
- Choose a support coordination agency and support coordinator.
- Have the Support Coordinator assist you and your loved one in identifying desired services and providers. **Reminder** Individual Supports Daily is the needed service when requesting residential services in the Community Care Program. Individual Supports Hourly is the needed service when requesting residential services in the Supports Program.

HOUSING INFORMATION

18.2.2.3.2 (Community Care Program Manual Page 182)

State or Agency Owned Properties

SHC guidelines described in Section 18.2.2.4 apply for vouchers provided for these settings with the following exceptions:

- **Single Room Occupancy (SRO)** rates will be paid for these settings unless the PRS (Published Rent Standards) is used because the provider agency has an existing rental arrangement with a landlord where PRS is already being paid and maintenance costs are included.
- Individuals residing in properties utilizing the SRO reimbursement model do not need to apply for other forms of rental assistance unless they are planning to move to a rental unit in the future

SRO EXPLAINED?

18.2.2.3.2.1 Single Room Occupancy (SRO)

The Single Room Occupancy is calculated at **75%** of fair market value for the bedroom rate of the county in which the home is located (See http://www.nj.gov/humanservices/ddd/documents/fair_market_rents.pdf.)

- To determine the total monthly unit rent, multiply the SRO rate by the number of bedrooms in the unit that are occupied by individuals served. There is a maximum of 5 bedrooms included in the count and shared bedrooms count as 1 bedroom.
- To determine the monthly individual rent, divide the total rent by the total number of individuals living in the unit.
- Each individual is provided an individual lease or residential agreement.
- Each individual contributes 30% of his/her gross annual unearned/earned income (SSI benefit employment wages, etc.) on a monthly basis to the landlord/provider and the SHC pays the remainder of each individual rent to the landlord/provider.
- Settings where the SRO reimbursement model is utilized are not provided additional maintenance costs for things like snow removal, grass cutting, repairs, etc.

Security deposits will not be permitted in circumstances where the SRO model is being used.

Division-funded arrangements exceeding PRS that pre-date the Housing Assistance Policy will be reviewed on a case-by-case basis.

CONTRIBUTION TO CARE BREAKDOWN

18.2.4 (CCP Manual) Individual Contribution

In addition to the 30% contribution of the individual's gross annual income that is mentioned in Section 18.2.2.3.2.1* to go toward the rent, a provider can establish policies to require an additional "contribution to care" from the remainder of the individual's income to cover items such as food and utilities.

CCP Manual, March 2018*

COVERED UNDER CONTRIBUTION TO CARE

General Property Management

- Utilities: (Varies at each location)
 - Electricity
 - Gas/Oil/Propane
 - Water/Sewer/Septic/Water Treatment (Water Softener)
- Property insurance
- Landscaping/Snow removal (Where applicable)
- Garbage removal (Where applicable)
- Central fire-monitoring system (Where required)
- Pest control services

NOT INCLUDED:

- Not to include relocation and moving costs not requested by the provider

FOOD

- Food allowance: \$250 per person, per month for groceries

NOT INCLUDED:

- Out of home dining and take out food

FURNISHINGS

- Common area furnishings
- Common area appliances (refrigerators, toasters, etc.)

NOT INCLUDED:

- Adaptive equipment, repairs, and replacement
- Property destruction caused by individual served

HOUSEHOLD ITEMS

- Household goods (pots, pans, dishes, utensils, etc.)
- Household cleaning supplies
- Paper goods such as napkins, paper towels, and toilet paper

NOT INCLUDED:

- Personal Clothing

HYGIENE & HEALTHCARE

- Personal affects (generic): toothpaste, soap, body wash, shampoo
- Disposable gloves (where required)

NOT INCLUDED:

- Personal hygiene products such as razors, shaving cream, deodorant, specialty shampoos, feminine hygiene products, etc.
- Non-covered medical, dental, vision, and prescription services and supplies
- Nutritional supplements and vitamins

LAUNDRY

- Laundry supplies
- Funds for laundry machines for households without their own-varied by location.

NOT INCLUDED:

- Laundry services (dry-cleaning, wash-and-fold, etc.)

TRANSPORTATION

- Transportation costs that are usual and customary within 25 miles or with prior approval

NOT INCLUDED:

- Transportation costs other than usual and customary within 25 mile radius and without prior approval

CABLE, PHONE, INTERNET & COMPUTERS

- Basic cable and telephone access in common areas
- Computer, equipment, and secure internet connection for timeclock and Therap to provide active treatment (no WiFi allowed as per HIPAA)

NOT INCLUDED:

- Additional individual cable boxes, premium channels, and personal telephones
- Computer and/or internet connection for personal use

GENERAL AND ADMINISTRATIVE EXPENSES

- Office Supplies
- Office operation costs
 - Utilities
 - Building maintenance/upkeep fees
 - Office I.T./telephony
 - Office personnel
- Agency Vehicles

RECREATION

- Recreation accompaniment allowance:
- \$300 per person, per year for costs associated with staff accompaniment to outings and recreational events (e.g. admission)

NOT INCLUDED:

- Other costs associated with recreation

NJ ABLE ACCOUNTS

NJ ABLE accounts allow qualified individuals to save without losing their eligibility for Social Security or Medicaid!

For more information and details please visit. Applications can be found on the Family- Guardian Resource Corner on the Allies website:

<https://savewithable.com/nj/home/plan-benefits.html>

THE 5% POLICY EXPLAINED

- To have a true absence, an individual must be absent for a **FULL** 24 hours. If they are served any part of the residential day Allies can bill for the full Individual Supports Daily rate. This was confirmed with DDD in February 2018 via a Newsletter and Amendment to the CCP Manual.
- Absences due to hospital stays exceeding 5% will be considered on a case by case basis. Newsletters are available via Allies parent resource section on our website for full details.

DAILY DOCUMENTATION REQUIREMENT FOR STAFF

- Staff are required by Medicaid and Agency Policy to capture progress notes on every shift to substantiate claims
- Daily documentation is reviewed by managers

AN OVERVIEW: FRAUD, WASTE AND ABUSE

- Fraud- A **knowing misrepresentation** of truth or concealment of a material fact to induce another act to his or her detriment
- Waste- **Overutilization, underutilization, or misuse of resources**. Waste it typically not an intentional act.
- Abuse- Provider practices that are inconsistent with **sound fiscal business or medical practice**, and results in unnecessary cost to Medicaid program or payment for services that are not medically necessary or fail to meet professionally recognized health care standards

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HELP US HELP YOU!

LET US KNOW IF YOU HAVE ANY QUESTIONS!