



September 9, 2016

Dear Licensed Home Operator,

This letter is to share information regarding the **Adult Care Facility/Adult Foster Home (ACF/AFoH) Incentive Program** for State Fiscal Year (SFY) 2017. The Ohio Department of Mental Health and Addiction Services (OhioMHAS) will be using the changes implemented during SFY 16 which included new program goals and more user-friendly enrollment forms. The ACF/AFoH Incentive program will continue to provide resources to Home Operators to enhance the quality of care of licensed homes which provide housing and supports to individuals with mental health or substance use disorders and support their efforts towards meeting Home and Community-Based Services (HCBS) requirements. In order to be considered an HCBS, the residential setting must be integrated in, and support full access of individuals to the greater community, including opportunities to engage in community life, control personal resources, and receive services in the community with the same degree of accessibility as individuals without disabilities. Other requirements to be considered an eligible provider-owned or operated HCBS include:

- Ensuring individual rights of privacy, dignity, and respect and freedom from coercion and restraint;
- Optimizing opportunities for individuals to make choices and control schedules related to daily activities, physical environment, and with whom to interact.
 - *Each individual has privacy in his or her sleeping or living units: units have lockable entrance doors with the individual and appropriate staff, as needed, having keys to doors; individuals sharing units have a choice of roommates; and individuals have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement,*
 - *Each individual has the freedom and support to control his or her own schedule including access to food at any time,*
 - *Each individual may have visitors at any time and,*
 - *The setting is physically accessible.*

Facilitating individual choice regarding services and supports, including who provides them.

ACF/AFoH are directed to the [HCBS Settings Assessment tools](#) to help determine their level of compliance with HCBS regulations and where necessary, to develop a plan to come into compliance. The information is posted on the bh.medicaid.ohio.gov redesign website that can be accessed directly by typing in <http://medicaid.ohio.gov/Portals/0/Resources/Publications/Forms/ODM10172fillx.pdf> into the computer's browser or as follows:

1. Type bh.medicaid.ohio.gov into the computer browser
2. Across the top of the screen, cursor to provider and click enter
3. Cursor down to the Specialized Recovery Services link located in the fifth gray box and click enter
4. Cursor down to the HCBS Assessment Tools for the HCBS Setting Evaluation Tools. For additional information, continue to Self-guided HCBS Setting Evaluation Training series.

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Changes that ACF/AFoH's can make to be HCBS-eligible include updates to the facility's policy and operations (which have no cost), while other changes may result in additional costs to the Home Operator. The ACF/AFoH Incentive Program can assist Home Operators with those At-Cost changes in order to support their efforts to become HCBS-eligible.

Funds are available on a first-come, first-serve basis to Home Operators who apply and whose licensure is current and in good standing. Funds will continue to be paid directly to eligible Home Operators until all such funds are expended by OhioMHAS. Date of payment is estimated and will be issued at the full discretion of OhioMHAS. Participating Home Operators must have a valid OAKS Supplier ID assigned by Ohio Shared Services (OSS) or payment will not be processed. To verify your information with OSS or to obtain an OAKS Supplier ID, please contact OSS at Supplier@ohio.gov or 1-877-644-6771.

For FY2017, ACF/AFoH Incentive payments will still be calculated quarterly but will be paid biannually (twice a year). Home Operators will use funds to pay for changes that were not selected during the SFY 16 ACF/AFoH incentive program and as selected on the ACF/AFoH Incentive Reporting Form. The first combined payment for Quarter 1 & Quarter 2 will be issued sometime in April 2017 and the second combined payment for Quarter 3 & Quarter 4 will be issued sometime in October 2017. Only the payment schedule is changing; Home Operators will still be paid for each licensed bed/per quarter. Participating Home Operators may be subject to inspections or audits of receipts for changes selected on the ACF Incentive Quarterly Reporting Form and to ensure that changes selected were not the same selections made during the SFY16 program.

The fee structure will be \$105.00 per licensed bed/per quarter for Home Operators choosing to complete a minimum of 10 Free-of-Cost Changes AND a minimum of 10 At-Cost Changes for the time period July 1, 2016 through December 31, 2016. If the Home Operator chooses to complete a minimum of 7 Free-of-Cost changes AND a minimum of 7 At-Cost changes in this same time period, then the fee per licensed bed/per quarter is \$85.00. Following is an example for a 10 licensed bed facility.

Time Period: July 1, 2016 through December 31, 2016

Home Operator chooses a minimum of 10 Free-of-Cost Changes AND a minimum of 10 At-Cost Changes that were not selected in FY 2016:

10 beds x \$105 = \$1050
\$1050 x 2 quarters (Quarter 1 & 2) = \$2,100
Total Payment for Quarter 1 & 2: \$2,100

Same scenario except Home Operator chooses a minimum of 7 Free-of-Cost Changes AND a minimum of 7 At-Cost Changes that were not selected in FY 2016:

10 beds x \$85 = \$850
\$850 x 2 quarters (Quarter 1 & 2) = \$1,700
Total Payment for Quarter 1 & 2: \$1,700



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Enclosed is the ACF/AFoH Incentive Quarterly Reporting Form for Quarters 1 and 2 and the Program Participation Agreement. Please complete both forms and submit to Community Transitions via email ACF-AFoHIncentive@mha.ohio.gov, fax 614-485-9747, or U.S. Mail to: Theresa Rohrbaugh c/o OhioMHAS, 30 East Broad Street, 36th Floor, Columbus, OH, 43215. **The Quarterly Reporting Form and Participation Agreement may be submitted at any time but no later than January 15, 2017.**

The ACF/AFoH Incentive Quarterly Reporting Forms for Quarter 3 and Quarter 4 for the time period January 2017 through June 2017 will be sent to Home Operators after January 15, 2017.

Please visit the ACF/AFoH Incentive webpage for more information about FY2017 program changes and eligibility at <http://mha.ohio.gov/Default.aspx?tabid=572>. If you have questions or need help with submitting forms, please contact Theresa Rohrbaugh via email ACF-AFoHIncentive@mha.ohio.gov or call 614-466-4061. Thank you.

Sincerely,

Theresa Rohrbaugh
Mental Health Administrator

cc: OhioMHAS Leadership
ADAMH/ADAS Boards
Ohio Adult Care Facility Association
Ohio Association of County Behavioral Health Authorities (OACBHA)
OhioMHAS, Office of Licensure & Certification