

**Ohio Department of Mental Health and Addiction Services**  
**Adult Care Facility/Adult Foster Home (ACF/AFoH) Incentive Technical Assistance Call**  
**December 1, 2015**

OhioMHAS hosted a conference call on the Department's bridge line to provide an opportunity for operators to receive technical assistance and ask questions about ACF Incentive due to FY16 program changes. The following questions were answered during the call held on December 1<sup>st</sup>:

*Q: Do operators have to select free of cost and at cost changes?*

A: Participating operators must select both Free-of-Cost and At-Cost changes on the Quarterly Reporting Form. There are different options for each quarter to be eligible and for Quarter 2 there are at least four Free-of-Cost/Policy and at least three At-Cost options that must be selected.

*Q: Can you provide more information about the At-Cost changes expected?*

A: The ACF Incentive provides resources to help home operators with the At-Cost options. The payment rate for the program is \$105 per licensed bed. Operators may participate as long as they have at least one resident and will receive payment for all licensed beds, regardless of whether they are occupied.

*Q: Can you explain more At-Cost changes for the training of staff?*

A: The reason there are different options for each quarter because there are different goals for each quarter. The Quarter 2 goal is to ensure the individual's rights of privacy, dignity and respect, and freedom from coercion and restraint by optimizing individual initiative, autonomy and independence in making life choices, including but not limited to, daily activities, physical environment, and with whom to interact. We know that this may be a shift in how some homes operate, so those operators need help with making those At-Cost changes. Every quarter will be a different focus, but one of the ongoing options will be staff training. One of the options for Quarter 2 is ongoing staff training regarding protected health information and how to enter private areas.

All licensed operators were sent information from Housing at OhioMHAS about upcoming trainings for ACF operators. In addition to providing training about licensure requirements, Housing is working to help operators learn how to foster recovery and promote quality of life for residents.

*Q: When should the Quarterly Reporting Form for Quarter 2 be submitted?*

A: OhioMHAS should receive the Quarter 2 form no later than January 15, 2016. Those operators who did not participate in Quarter 1 must go online to find the ACF Incentive Program Participation Agreement. Even if operators submitted an agreement during the prior fiscal year, the current agreement form must be submitted to participate in FY16.

*Q: By what date should the Free-of-Cost/Policy and At-Cost changes be completed?*

A: It is recommended that operators complete the options before submitting the Quarterly Reporting Form. For example, one of the options was to post notices of residents' rights, including choice of roommates, etc. and it is recommended that those notices be posted for the residents before submitting the form.

*Q: Do operators have to provide financial documentation regarding At-Cost Changes?*

A: Documentation should not be submitted with Quarterly Reporting Forms. OhioMHAS will be conducting random audits of ACF Incentive participants and documentation will be requested at that time. For example, to document the At-Cost Changes regarding staff training, operators would need to submit something showing number of training hours, number of staff, and specific topics of the training. Also, if items were purchased for the home, such as lock installation for the main entrances and bedroom doors, receipts may be submitted.

*Q: Please explain the option about security cameras.*

A: The Free-of-Cost/Policy change referred to is the option to "Permit resident access to various areas for activities as they choose and remove barriers to movement which prevent entrance/exit from certain areas within setting. Cameras should not be used to monitor the setting, i.e., those in living areas or individuals' rooms not utilized for general security purposes." Individuals residing in ACF's should be as integrated in the community as individuals living in an independent setting, such as an apartment. Security cameras should not be used to monitor individuals' activities living in the ACF, but can be used solely for security purposes for the safety of residents, e.g., outside a main entrance.

*Q: Will the ACF Incentive continue through the end of the year?*

A: The ACF Incentive is going to continue through June 30, 2016 or the end of FY16. OhioMHAS will continue sending information for each quarter throughout the fiscal year.