

**Ohio Department of Mental Health and Addiction Services  
Adult Care Facility/Adult Foster Home (ACF/AFoH) Incentive  
Technical Assistance Call  
March 11, 2016**

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 the ACF Incentive. The following questions were answered during the call held on March 11<sup>th</sup>:

*Q: What forms should I submit for Quarter 3?*

A: If operators have already participated during Fiscal Year (FY) 2016, then only the Quarterly Reporting Form for Quarter 3 is needed. For operators who are applying for the first time, the FY2016 Program Participation Agreement is also needed (it can be found on the ACF Incentive Program's webpage: <http://mha.ohio.gov/Default.aspx?tabid=572>).

*Q: When should the Quarterly Reporting Form for Quarter 3 be submitted?*

A: Due to the high rate of participation, it is expected that this year's ACF Incentive fund will be exhausted during Quarter 3. All licensed operators were mailed the Q3 Quarterly Reporting Form last week and it was also posted on the website, so we ask that paperwork be returned as soon as possible. Funds are available on a first-come, first-serve basis, so they will be prioritized to those operators who submit the Quarterly Reporting Form correctly and in the order received. OhioMHAS has already begun receiving submissions for this quarter.

*Q: Do I have to submit proof of the Free-of-Cost/Policy or At-Cost Changes if I plan to complete them by the end of the quarter (March 31<sup>st</sup>)?*

A: Because OhioMHAS is accepting Quarter 3 submissions before the end of the quarter, we are allowing operators to apply if they have already made the Free-of-Cost/Policy or At-Cost Changes or if the changes will be made by March 31, 2016. Documentation of the changes should not be submitted with Quarterly Reporting Forms, but OhioMHAS will be conducting random audits of ACF Incentive participants and documentation of the changes will be requested at that time.

*Q: Will the ACF Incentive be available during FY2017 (July, 2016 – June, 2017)?*

A: There are ongoing discussions about whether the ACF Incentive Program will be available for FY2017. Once that has been determined, OhioMHAS will send a letter to all licensed operators with updated information.

*Thank you to all who participated!*