

Money Follows the Person (MFP) Reporting Requirements

Guidance to Voluntary Providers

Voluntary providers are a critical partner in OPWDD's fulfillment of the New York State MFP Demonstration requirements. This guidance document describes how providers can support this demonstration by completing the *MFP Participant Tracking Spreadsheet*.

In compliance with the US Supreme Court's 1999 Olmstead decision and agreements with the federal Centers for Medicare & Medicaid Services (CMS), New York State (NYS) continues to shift the focus of its long-term care systems from institutional-based care to person-centered home- and community-based care. As NYS assists individuals to move out of institutional settings (Developmental Centers, Intermediate Care Facilities and nursing homes) into MFP-qualifying community settings, the MFP Demonstration provides additional resources for NYS to transform its long-term care systems to ensure greater access to community-based services. OPWDD is just one participant in New York's MFP Demonstration, and MFP is one part of OPWDD's larger system transformation and Intermediate Care Facilities (ICFs) transition plan. Some, *but not all*, of the individuals who leave ICFs and move into community settings will move to MFP-qualifying settings.

The NYS Department of Health (DOH) is the lead agency on the NYS MFP Demonstration. DOH has participated in MFP since 2007. OPWDD officially began participating on April 1, 2013. MFP requires extensive monthly, quarterly, semi-annual, and annual reporting to CMS. DOH does the reporting to CMS; OPWDD reports its data to DOH. For a complete overview description of OPWDD's participation in the NYS MFP Demonstration, consult the Money Follows the Person Demonstration Overview Fact Sheet (<http://www.opwdd.ny.gov/transformation-agreement/mfp/home>).

Participant Tracking Spreadsheets and Delegating an Agency MFP Contact Person

If an individual is planning to leave an ICF and move to an MFP qualifying community placement, your agency should notify OPWDD's Regional MFP Lead (<http://www.opwdd.ny.gov/transformation-agreement/mfp/regional-leads>) via email as soon as possible. Please provide the following information in your email:

- Individual's name
- TABS ID Number
- Type of residence the person will move to (IRA – 4 person or smaller, Family Care, private home)
- Date of planned move
- If person will live with family or not
- MSC Agency and Contact Person (if known)
- Facility contact name and contact information (phone and e-mail address) for survey scheduling purposes

Each month, OPWDD's MFP Unit will email residential service providers who support MFP participants in certified settings and request the provider verify and update data using the MFP Participant Tracking Spreadsheet. The data on the tracking spreadsheet is necessary because OPWDD must report the information it contains to the federal government. It will also help OPWDD ensure that individuals' needs are being met in the community and allow OPWDD to address any areas that are barriers to an individual's success. We will ask that you respond with updated information within seven days. It is important that each provider agency designate an MFP contact person for this regular follow-up contact. Instructions for completing the tracking spreadsheet can be found on the spreadsheet itself.

In addition, each month OPWDD will email Medicaid Service Coordination agencies that serve MFP participants to obtain and verify the same kind of information for individuals residing in non-certified settings.

Resources and Materials

All materials can be found on OPWDD's website: <http://www.opwdd.ny.gov/transformation-agreement/mfp/home>. If you have any questions about MFP, the reporting requirements or materials, please email community.transitions@opwdd.ny.gov.

Tracking Spreadsheet
<ul style="list-style-type: none">• MFP Participant Tracking Spreadsheet
Other Resources
<ul style="list-style-type: none">• MFP Overview Fact Sheet• Materials from the March 2014 provider education sessions• State Operations and Regional Office MFP Leads• Link to Request "We Have Choices" outreach video