



The MSC E-VISORY is an electronic publication which provides information on policies, guidance, available programs and services and training opportunities related to MSC. In order to receive an email notification when a new MSC E-Visory is posted, or to view past issues visit the following link: [MSC E-Visory](#)

ISSUE # 11-15

June 4, 2015

In This Issue:

Materials for the June 10, 2015 MSC Supervisors Conference

The MSC Supervisors Conference is being held on June 10, 2015 via videoconference and WebEx from 9:30am-12:30pm. The conference agenda is as follows:

- Money Follows the Person (MFP)
- Integrated Housing Options
- Individual Withdrawal from MSC Form
- Employment Changes and Updates
- Residential Registration List Review

NOTE: The materials that will be referenced during this conference are attached to this MSC E-Visory. There will not be any materials distributed on the day of the conference.

Registration for this conference will close June 7, 2015. Those who have not registered for this conference and would like to may do so at the following link:

http://www3.opwdd.ny.gov/wp/wp_catalogc1310.jsp

Save the Date: Impact of Culture on Person Centered Planning Training

On Wednesday, September 2, 2015 from 10:00am-11:00am OPWDDs Office of Diversity, Inclusion and Special Projects and The Division of Person Centered Supports will be hosting a videoconference training titled *The Impact of Culture on Person-Centered Planning*. This training will provide an overview on how culture impacts person-centered planning and the work of the service coordinator and habilitation service providers and plan writers as well as touch upon the HCBS Final Rule as it pertains to person-centered planning requirements and what is expected from the planning process.

Registration is not yet open.

Registration for this training will be available soon via: [OPWDD's Catalog of Training and Talent Development](#).

OPWDD Email Distribution List

Service Coordinators and the people they support are encouraged to sign up to receive Commissioner's correspondence, OPWDD newsletters, and OPWDD updates via OPWDD's email distribution list. Service Coordinator's please share the following link with individuals and families you serve as well as sign up yourself by visiting the following link:

<http://opwdd.ny.gov/opwdd-email-distribution-list>



NEW YORK
STATE OF
OPPORTUNITY

Office for People With
Developmental Disabilities

MSC Supervisors Conference

June 10, 2015

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Agenda

- MSC Hot Topics
- Money Follows the Person (MFP)
- Integrated Housing Options
- Individual Withdrawal from MSC Form
- Employment Changes and Updates
- Residential Registration List Review



NEW YORK
STATE OF
OPPORTUNITY

Office for People With
Developmental Disabilities

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Welcome & Hot Topics

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NEW YORK
STATE OF
OPPORTUNITY

Office for People With
Developmental Disabilities

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News and Information



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Self-Direction and the ISP

- Services must be listed in the ISP as described in their respective ADMs:
 - Community Habilitation
 - SEMP
 - Respite
 - Community Transition Services
 - Individual Directed Goods & Services
 - Fiscal Intermediary
 - Support Broker



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Fiscal Intermediary: ADM #2015-04

The following elements must be included in the ISP:

- **Name of Provider:** Agency name providing FI services
- **Type of Service:** Fiscal Intermediary
- **Frequency:** month
- **Duration:** ongoing
- **Effective date:** on or before the date of service for which the agency bills FI for the participant.



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Individual Directed Goods and Services (IDGS): ADM #2015-05

The following elements must be included in the ISP:

- **Name of Provider:** Agency Name providing FI Services
- **Type of Service:** Individual Directed Goods and Services
- **Frequency:** day
- **Duration:** ongoing
- **Effective date:** on or before the date of service for which the FI bills IDGS for the participant.



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Support Brokerage: ADM #2015-06

The following elements must be included in the ISP:

- **Name of Provider:** Agency Name providing FI Services
- **Name of Broker:** name of brokerage agency or broker (if different from the Fiscal Intermediary agency)
- **Type of Service:** Support Brokerage
- **Frequency:** hour
- **Duration:** ongoing
- **Effective date:** on or before the date of service for which the FI bills IDGS for the participant.



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Self-Directed State Paid Items

- Housing Subsidy
- Family Reimbursed Respite
- OTPS

Elements for the ISP as follows:

- Fiscal Intermediary Agency
- Type of Service (see above list)



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Hospitalizations

- Memo reminding family care home and certified residential providers to inform MSCs of any hospitalization.
- Copy of memo available in MSC E-Visory issue #08-15.



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Services within Certified Settings

Effective October 1, 2015

Supervised CR/IRAs:

- Nursing, nutrition, and psychology services delivered in the home will no longer be billed separately to Medicaid
- Home Health Aide, supplemental day habilitation and community habilitation, homemaker service, & personal care continue to be prohibited



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Services within Certified Settings

Effective October 1, 2015

Supportive CR/IRAs & Family Care:

- Home Health Aide, supplemental day habilitation and community habilitation, homemaker service, & personal care will be prohibited



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Community Transitions and Money Follows the Person MSC Reporting Requirements

Dixie Yonkers
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Why do we ask MSCs for information?

- OPWDD's MFP Unit tracks MFP participants' community placements and reports specific information to CMS on a semi-annual basis.
- MSC providers are often the best source of information for individuals living in non-certified settings.
- A residential service provider (certified settings) may contact you for information on an MFP participant who lives in their residence and for whom you provide MSC.



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What information do we ask MSCs to provide?

- Was the individual re-institutionalized? If so, when and for how long?
- Did the individual's MFP participation end? If so, when and why?
- Has the individual received any self-directed services since leaving the institutional setting?
- What kind of requests for emergency backup have MFP participants made and how were these requests addressed?



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What information do we ask MSCs to provide?

- Requests for emergency backup include:
 - transportation to get to medical appointments;
 - life support equipment repair/replacement;
 - critical health services;
 - direct service/support workers not showing up;
 - other (specify); and
 - for how many of the requests for backup was your agency able to provide the assistance needed in a timely manner?



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How do we request information from MSCs?

- Tracking spreadsheets are e-mailed to the MSC Executive Director or designated MSC agency contact person at the beginning of each month.
- The tracking spreadsheet lists each MSC agency's MFP participant and information pertinent to that participant.
- MSC agencies are asked to verify and update the spreadsheet and return it by a specific date to OPWDD's Community Transitions mailbox (community.transitions@opwdd.ny.gov).



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Office of Home & Community Living Integrated Housing Options

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Individual Withdrawal From MSC Form (MSC3-WITH)

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Individual Withdrawal from MSC Form (MSC3-WITH)

- MSC Vendor must complete sections 1-3 of the form.
- Section 4 must be completed by the service coordinator and the person if they are requesting to be withdrawn from MSC services.
- The DDRO will complete section 5



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MSC3-WITH Continued

- If the individual/family is voluntarily withdrawing from MSC services, the regional office will also complete the MSC4-VER, which is the verification form.



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MSC3-WITH Continued

- Upon review of the MSC3-WITH the DDRO will complete section 5 of the form. This will generate a MSC Notice of Decision (NOD) which will be mailed to the individual/family and the service coordinator.
- Upon receipt of a MSC NOD, the individual/family has 10 days to request a fair hearing, if they so choose.
- If a fair hearing is requested MSC services must continue until a fair hearing decision is made.
- Service Coordinators should communicate with their regional MSC Coordinator throughout this process.



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Resources

MSC3-WITH fillable form:

http://www.opwdd.ny.gov/opwdd_services_supports/service_coordination/medicaid_service_coordination/documents/msc_forms/msc3

Required Supporting Documentation for MSC Forms:

http://www.opwdd.ny.gov/opwdd_services_supports/service_coordination/medicaid_service_coordination/documents/Required_Supporting_Documentation_for_MSC_Transactions



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Employment Changes & Updates

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Residential Registration List Review

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What Is the Residential Registration List (RRL)?

- The RRL is the list of individuals with developmental disabilities currently registered with OPWDD as having requested residential supports
- It is not the same as:
 - The Certified Residential Opportunity Process list (formerly called the Vacancy Management list)
 - Any voluntary agency's list of people interested in residential placement



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What Is the RRL Review?

OPWDD will call individuals and their families to talk to them about:

- The OPWDD services they are currently receiving and
- Whether they continue to express a need for certified residential services now or in the future



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When Is the RRL Review Happening?

RRL calls will be happening:

- Beginning in late June or early July
- Continuing through the summer
- During the day and in the early evening
- On weekends if needed



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Why Is the RRL Review Happening?

Information gathered in the RRL calls will be used to:

- Update the Residential Registration List (RRL), and
- Inform planning for development of housing alternatives for individuals with developmental disabilities



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What Can You Do To Help?

1. Let individuals who are on the RRL and families know that they should be expecting a call from OPWDD:
 - Calls will begin in late June and will continue through the summer



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What Can You Do To Help?

2. When you receive a call from OPWDD about an individual with developmental disabilities on the Residential Registration List, please:

- Provide the OPWDD caller with the requested information or
- Help him/her identify who within your agency can best answer questions about the individual



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What Can You Do To Help?

3. If asked by the OPWDD caller, please:

- Verify the person's contact information or provide updated, accurate contact information, and
- Assist with identifying who should participate in the call:
 - Identify if the individual is self-advocating or
 - Identify the individual's legal guardian (if applicable), or a legally authorized representative other than legal guardian (if applicable); or a family member or other representative who knows the person well to participate in the call.



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Thank You for Your Help!

Questions?



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MSC Supervisors Conference Schedule

September 9, 2015
December 9, 2015

**Registration is now open for upcoming
videoconferences/WebEx at the
following link:**

http://www3.opwdd.ny.gov/wp/wp_catalogc1310.jsp



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Thank You

An evaluation has been included in your
conference materials. Your feedback is
greatly appreciated. Please complete and
return your evaluation to:

Angie.x.Francis@opwdd.ny.gov



Money Follows the Person Provider Reporting Requirements

3/19/15

Your participation in reporting MFP information to OPWDD is vital.

OPWDD tracks MFP participants and reports specific information regarding MFP participants to the federal Centers for Medicare & Medicaid Services (CMS). The best source of the information is the provider agencies who support the individuals with community-based services.

The Information:

OPWDD needs you to inform the MFP Unit if any individuals leave an ICF/IID or Developmental Center and move into a 4-person or smaller IRA, a family care home, or their family home or private residence.

In addition, OPWDD needs you to provide the following information on MFP participants:

- Re-institutionalization – Was the MFP participant re-institutionalized at a hospital, DC or ICF? If so, what was the length of stay and the date of the re-institutionalization?
- Ending of MFP Enrollment – Did anyone's MFP enrollment end? If so, when, why? And, if enrollment ended due to re-institutionalization, why was the individual reinstitutionalized?
- Self-Direction – Have any MFP participants received any self-directed services after leaving the institution? If so, when did self-directed services start? Did self-directed services end, and if so, what is the date and reason ending self-directed services?
- Number of Requests for Emergency Backup – How many calls did you receive from each MFP participant for any or all of the following reasons:
 - transportation to get to medical appointments;
 - life support equipment repair/replacement;
 - critical health services;
 - direct service/support workers not showing up;
 - other (specify); and
 - for how many of the requests for back-up was your agency able to provide the assistance needed in a timely manner?

The Reporting Process:

Each month, the Central Office MFP Unit sends a MFP Participant Tracking Spreadsheet to each service provider supporting an active MFP participant and asks the providers to:

- verify existing information is still accurate;
- complete the spreadsheet with the information described above for the previous month; and
- return the Tracking Spreadsheet to community.transitions@opwdd.ny.gov.

OPWDD appreciates your assistance in collecting this needed MFP data.

If you have any questions about how to complete the monthly MFP Participant Tracking Spreadsheet, please email community.transitions@opwdd.ny.gov.

**Evaluation Form Findings
June 10, 2015 MSC Supervisors Conference**

Please check a rating for each statement:

I attended the webinar _____ I attended the video conference _____

- 1. The session materials helped me to understand the subject matter.**
Strongly Agree Agree Neutral Disagree Strongly Disagree
- 2. The session content increased my understanding of the subject matter.**
Strongly Agree Agree Neutral Disagree Strongly Disagree
- 3. The subject matter will be useful to me in my job.**
Strongly Agree Agree Neutral Disagree Strongly Disagree
- 4. The presenter was knowledgeable about the subject matter.**
Strongly Agree Agree Neutral Disagree Strongly Disagree
- 5. The presentation style contributed positively to the program.**
Strongly Agree Agree Neutral Disagree Strongly Disagree
- 6. The length of the session was appropriate.**
Strongly Agree Agree Neutral Disagree Strongly Disagree

What were the positive points of this presentation?

What improvements could be made to this presentation?

Recommendations for future topics:

Name (optional) _____

Title _____

Location _____

Thank you for your feedback!

Please return this evaluation to Angie Francis via email by **June 19, 2015** to: angie.x.francis@opwdd.ny.gov