

Aging and People with Disabilities

Jane-ellen Weidanz

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Topic: Long Term Care

Subject: Relative Adult Foster Home program closure notices to consumers and providers

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County DD Program Managers |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Other (please specify): |

Message:

Informational letters for current consumers residing in Relative Adult Foster Homes (RAFH) and current RAFH providers are being mailed from Central Office on Thursday, May 30, 2013 to notify them of the July 1, 2013 program closure.

The letters direct consumers and providers to contact their local APD/AAA office if they have questions. The consumer letters provide an overview of available service options they can access and notifies them their case manager will be contacting them to discuss options. The provider letter describes the homecare worker program and the enrollment process if the provider is interested in applying to become a homecare worker.

A detailed policy transmittal will be issued with instructions for local APD/AAA offices regarding the transition of current RAFHs to the in-home program.

Copies of the letters are attached.

If you have any questions about this information, contact:

Contact(s):	Jenny Cokeley, Operations & Policy Analyst		
Phone:	503-945-6985	Fax:	503-947-4245
Email:	Jenny.e.cokeley@state.or.us		



Oregon

John A. Kitzhaber, MD, Governor

Department of Human Services
Aging and People with Disabilities
500 Summer St. NE E-10
Salem, OR 97301-1073
Voice: 503-945-5811
Fax: 503-373-7823
TTY: 800-282-8096

May 30, 2013

Dear,

This notice is about the services you have been receiving in a licensed Relative Adult Foster Home setting. Because of federal limitations, the Relative Adult Foster Home (RAFH) program is closing, beginning July 1, 2013. Although the program is closing, you are not losing your services and supports. In fact, you will have more flexibility as to how you receive your services and from whom you receive your services. This letter explains some of the changes that will be occurring.

The In-Home Services rules are changing to allow individuals, like you, residing, in a family member's home to receive in-home services. Your service options are described in the attachment. Please take a moment to review them. You will have to make a decision about how to receive your services by June 28, 2013. Your case manager will be contacting you soon to discuss your choices and answer any questions you may have.

We understand any change can be stressful. Our goal is to provide you with choices that will ensure your health and safety. We would like to reassure you that your benefits will not change. What is changing is the way you would like to receive your services.

Again, your case manager will soon be contacting you to discuss your options and to answer any questions you or your relative may have. We will do everything we can to make this transition easy and help you understand the options you have available. If you have questions that you would like answered before your case manager calls you, you can contact the local office listed below:

Local Office Contact Information:

Name & phone number specific to consumer

Sincerely,

Jane-ellen Weidanz

Medicaid Long Term Care System Manager
Department of Human Services

Service Options Available to Individuals Transitioning from Relative Adult Foster Homes to In-Home Services

- A. Continue to receive services from your relative.** What this means is your relative caregiver needs to become a homecare worker instead of a relative adult foster home provider. Your relative will need to complete the homecare worker enrollment process through the local Aging and People with Disabilities office in your area. There is no cost for an individual to apply to be a homecare worker. If you choose this option, your case manager will notify you within the next few weeks how many in-home service hours your homecare worker is authorized to work per month.
- B. Participate in the Independent Choices Program (ICP).** Instead of the Department paying your service provider directly, you would receive a cash-benefit and you would decide which services or goods you would like to purchase to enhance your health and independence. You would decide who you want to hire, how much to pay them, and what tasks you would like them to help you with. Under ICP, you can hire whomever you like, whether they are a family member, a neighbor, a friend or someone you find. You can continue to stay in your family member's home if you and your family wish that to continue. There are additional requirements in order to participate in the Independent Choices Program. You must:
- Maintain a special bank account reserved for ICP purposes;
 - Develop a budget to show how you will use the money;
 - Spend the cash-benefit according to your budget;
 - Hire and pay a provider;
 - Meet all legal and fiscal responsibilities as a household employer (keeping records and paying taxes);
 - Maintain a stable living situation; and
 - Pay your utility and housing payments on time.

If you choose this option, your case manager will notify you within the next few weeks what your monthly cash-benefit will be.

- C. Remain in the home you share with your relative and receive services from a home care worker or an in-home agency.** You will be able to select any available homecare worker from the statewide Registry and Referral System. If you decide you would like to use an in-home agency, your case manager will inform you of the agencies available in your area and will make a referral on

your behalf. You can continue to stay in your family member's home if you and your family wish that to continue.

If you choose this option, your case manager will notify you within the next few weeks how many in-home service hours the homecare worker or in-home agency is authorized to work per month.

D. Move and receive services in a community based care setting. Community based care settings consist of commercial adult foster homes, residential care facilities, and assisted living facilities. If you are interested in hearing more about this option, your case manager will provide more information about the services available in these settings.

Other Changes

In the RAFH program, your provider was paid a monthly service payment to meet your assessed needs. In the in-home program, your service needs will be converted into the number of service hours you may receive each month. If you disagree with the number of service hours your case manager assigns to you, you will have the right to appeal that decision.

Another important change to be aware of is related to your monthly contribution for services. Currently, you have been making your monthly client contribution (or pay-in) for your services directly to your RAFH provider. If you choose Option B or D from above you will continue to pay your provider directly. If you choose Option A or C, you will make this payment directly to the Department of Human Services instead of your provider. We will send you more information about "pay-in" next month.



Oregon

John A. Kitzhaber, MD, Governor

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Voice: 503-945-5811
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TTY: 800-282-8096

May 30, 2013

Provider Name
Address
Address

Dear:

We are writing to let you know about a very important change that will impact you as a Relative Adult Foster Home (RAFH) provider. Due to federal requirements, the Relative Adult Foster Home Program is closing effective July 1, 2013, and will no longer be a service option for those receiving Medicaid services (the family member you have been providing services to in your home). This change will benefit your family member by allowing for greater autonomy and independence. This change will benefit you as the current provider if you choose to become a homecare worker and your family member wants you to continue to provide their care.

The Oregon Administrative Rules that govern the Medicaid In-Home Services program are being revised to allow individuals to receive services from a family member while living in the family member's home. Before this change, your home had to be licensed as a relative adult foster home, which was a time intensive process, both for you and the local Aging and People with Disabilities office.

If your relative would like to continue receiving Medicaid paid services from you, you can enroll as a homecare worker. Homecare workers, depending on the hours they work, are eligible for health insurance, paid time off, workers' compensation, and unemployment benefits.

Enrolling as a homecare worker is free. In order to become a homecare worker, you must complete:

- A homecare worker application
- A new background check, if the one you have is not current
- Form I-9 (Employment Eligibility Verification)

- Form W-4 (Employee's Withholding Allowance Certificate)
- A provider enrollment form
- A mandatory orientation within 90 days (special regional orientations will be held for current RAFH providers)

The enrollment process is done at the local Aging and People with Disabilities office, the same office that authorizes your current payments as a RAFH provider.

Depending on the authorized in-home service plan, you can be approved to provide either hourly or live-in services to your relative depending on their assessed need.

There are some important differences between being a RAFH provider and a homecare worker:

As a RAFH Provider	As a homecare worker
Your home must be in compliance with licensing requirements.	Your home is not licensed.
You receive an all-inclusive monthly payment for the provision of 24-hour care.	You receive payment, either once or twice per month, for the direct services you actually provide.
You don't have to provide all the care yourself, you can sub-contract.	You cannot pay other people to provide the services you are being paid to provide.
You can work outside of the home during the time period you are being paid to provide services.	If you are being paid as a 7-day live-in provider, you cannot work outside of the home.
State and Federal taxes are not withheld from the payment you receive.	State and federal taxes are withheld. You will receive a W-2 at the end of the year.
Union dues are not automatically deducted. Many providers pay dues through their bank accounts.	Union dues are automatically deducted from your payment. You will no longer pay dues through your bank account.
Health insurance and paid time off benefits are not available.	Depending on the number of hours you work, health insurance and paid time off benefits are available.

<p>You receive a set monthly rate for all-inclusive services:</p> <p>Base: \$1,016 Base + 1 add-on: \$1,258 Base + 2 add-ons: \$1,500 Base + 3 add-ons: \$1,742</p>	<p>If your family member has been assessed as needing 24-hour care and you are providing that care, you will be paid:</p> <p>\$10.20 per hour for ADLs¹ \$4.55 per hour for IADL's² \$4.55 per hour for 24-hour availability</p> <p>If your family member does not need 24-hour care, you will be paid as an hourly provider:</p> <p>\$10.20 per hour for ADL's & IADL's</p>
<p>Household members are subject to a background check.</p>	<p>Only those providing direct care are subject to a background check.</p>
<p>You are able to hire whomever you want to provide services to your relative in your absence as long as they pass a background check.</p>	<p>Anyone providing services to your relative must either be a homecare worker or be employed with a Medicaid contracted in-home care agency.</p>
<p>You do not have to complete Form I-9 and Form W-4.</p>	<p>You must complete Form I-9 and Form W-4.</p>

If your family member or you decide you will not be your relative's homecare worker, or you do not want to provide all of the hours, your relative can receive services from a homecare worker from the statewide Home Care Commission Registry and Referral System or from a Medicaid contracted in-home care agency. Your relative could also participate in the Independent Choices Program and hire his or her own employees and determine how much to pay them.

Your relative's case manager will soon be contacting your relative to discuss options. If you will be providing homecare worker services, the local office will assist you with the enrollment process. If you would like to enroll as a homecare worker, you must enroll by July 1, 2013 to ensure that you will be paid as a homecare worker beginning July 1, 2013, as your RAFH payments will cease on June 30, 2013.

¹ Activities of Daily Living includes, but is not limited to, supports for bathing, eating, mobility, cognition, dressing, and toileting.

² Instrumental Activities of Daily Living includes, but is not limited to, housekeeping, shopping, laundry, and meal preparation.

The Department of Human Services has worked closely with your union representatives from SEIU, Local 503 for a successful transition from the RAFH program to the In-Home Services Program.

In July, you may receive an auto-generated notice notifying you that your business has been terminated. Please do not be alarmed. This refers to your RAFH license only.

The Department of Human Services appreciates the services you have provided to your relative and your dedication to assist your relative remaining at home. We hope that you will consider being a homecare worker.

If you have questions you would like answered before your relative's case manager contacts him or her, you can contact the local Aging and People with Disabilities office.

Sincerely,

Jane-ellen Weidanz

**Medicaid Long Term Care System Manager
Department of Human Services**