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Number: APD-IM-13-048

Issue date: 8/9/2013

Topic: Developmental Disabilities

2013-2015 Developmental Disabilities Local Match Process SE 02 and

Subject: SE 48

Applies to (check all that apply):

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

Message:

In 2013-2015 Biennium (BI) the Local Match (LM) process for Service Element (SE) 02 Local Administration and SE 48 Case Management will have a few changes from 2011-2013 BI.

The LM project can only be applied for retroactively. LM projects should only be used to reimburse funds previously expended for Medicaid (Title XIX) eligible services rendered that were above the allocated DHS funding and any Carryover funding from prior BI. The LM project cannot be used to increase revenue beyond the actual incurred expenses for a specified time period and service.

All LM projects require full months, no partial months to be included in the service time period. SE 02 LM project requests must be in quarterly increments; multiple quarters can be requested at one time. SE 48 LM requests must be made at the end of each Fiscal Year (FY) or once at the end of the full BI.

The entity applying for a LM project is expected to only apply and receive funds equal to the actual eligible expenditures for that time period and service element. The entity should receive the match to prevent operating in the red, not increase revenue for the future.

DHS uses a model to establish a budget for each Community Developmental Disability Programs (CDDP) that includes funds for SE 02 and SE 48. The budgets are referred to as the CDDP Model. The CDDP Model can be reduced per Legislatively Approved Reductions. The reduction may result in a CDDP being underfunded for a service they provide. The LM projects allow the CDDP to secure more funding outside of the DHS funded allocation.

For SE 02, the LM project is calculated using the Participation Rate. The Participation Rate is the percentage of Medicaid (Title XIX) eligible enrolled individuals during a given time period for a given CDDP. The count of enrolled individuals is derived from accepted SE 48 Client Prior Authorization (CPA) during the LM project time period. The client eligibility information is used to identify if an individual is Medicaid (Title XIX) eligible.

For SE 48, the LM project is calculated using the paid claims during the specified time period, not based on actual service dates. Only Medicaid (Title XIX) claims are eligible for the match project, any claims billed under General Fund (GF) or other cannot be included in the calculations. DHS will use the Rationed Fee For Service (RFFS) Summary Report for calculating a match amount.

The LM project calculation for SE 02 and SE 48 will calculate a "Standard" amount, it reflects the difference between the CDDP Model Budget and the DHS funded amount. A CDDP may request to do a "Voluntary/Maximum" LM project at a higher amount subject to DHS review and approval.

The "Voluntary/Maximum" LM calculation for SE 02 is based on the amount requested and back up documentation that expenditures were accrued and no other source of DHS Funding or Carryover was available. DHS provides a worksheet that must be completed, reviewed by DHS and approved by DHS.

The "Voluntary/Maximum" LM project calculation for SE 48 is based on the amount of excess claims above the "Standard Match" and back up documentation that expenditures were accrued and no other source of DHS Funding or Carryover was available. DHS provides a worksheet that must be completed, reviewed by DHS and approved by DHS.

Both "Standard" and "Maximum" LM options do not allow for a CDDP to gain more funds than eligible services rendered. This means a CDDP cannot apply for more funds than they have already expended for an eligible service regardless if back up was provided or not.

All LM project requests require the CDDP to sign an Assurance Letter prior to processing any LM projects. The Assurance Letter outlines the requirements for receiving a LM project and requires signature from the CDDP signifying they are in compliance with the assurances.

The following sequential steps must occur to request a LM project:

- CDDP will email the LM project request to the contact at Contract Administration Unit (CAU), Dawn Andersson at dawn.c.andersson@state.or.us The email will need to include the SE, Effective Date, End Date and CDDP Name/Number for the LM request.
- CAU contact will calculate the LM project amounts for “Standard” and “Voluntary/Maximum” based on the time period you specify.
- CAU contact will email the calculation results to the CDDP to review and decide if “Standard” and “Voluntary/Maximum” will be requested. The email will include two documents that require CDDP action.
 - LM Worksheet – excel document, break down of DHS funded expenditures and unfunded expenditures during the LM request period.
 - Assurance Letter – word document, signed by the CDDP confirming compliance with the LM project requirements and STF/Local portion of funds to be paid.
- CDDP will return the completed excel LM project Worksheet electronically, as well as the PDF of signed Assurance Letter via email to above mentioned CAU contact. *Note: LM Worksheet will need to support the full amount requested.*
- CAU contact will email the final approval with directions for submitting the STF/Local Portion to DHS Accounting.
- CDDP will submit the STF/Local Portion check to DHS Accounting following the directions provided in the final approval email.
- DHS Accounting will receipt the check, and then alert the CAU contact that funds were receipted.
- CAU completes necessary work in eXPRS system to release the STF/Local Portion and Federal Portion to the CDDP. Funds are deposited into the CDDP account.

If you have any questions about this information, contact:

Contact(s):	Dawn Andersson		
Phone:	503-947-5190	Fax:	503-945-5623
Email:	dawn.c.andersson@state.or.us		