

**John R. Kasich, Governor**

**John L. Martin, Director**

**MEMORANDUM**

**TO:** Mark Davis, Ohio Provider Resource Association

Pete VanRunkle, Ohio Healthcare Association

Dan Connors, Values and Faith Alliance

Kathy Phillips, Ohio Waiver Network

Lori Stanfa, Ohio Association of County Boards

Kristen Henry, APSI

Gary Tonks, ARC

Dana Charlton, OSDA

CB Superintendents

SSA Directors

DC Superintendents

**FROM:** Ginnie Whisman, Deputy Director, Division of Residential Resources

**DATE:** July 12, 2018

**SUBJECT:** Incentives for Downsizing Developmental Centers

This is a reminder that effective September 1, 2015, we began offering the following opportunities for individuals and providers who assist with our efforts to move people into more integrated services within the community. These DC incentives will continue for FY19 (July 1, 2018 – June 30, 2019).

**TRAINING FOR STAFF PRIOR TO SERVICE DELIVERY**

**Category A (up to $500 per person)**

A waiver provider could be reimbursed/receive up to $500 per DC individual to receive services to participate in individual specific training prior to the initiation of service delivery.

* The services would include but are not limited to:
  + Direct interaction with the individual to receive services to understand the person-centered-plan, wants, desires, expectations
  + Participation of provider direct service staff (direct care, nursing) in IP reviews, discharge/planning meetings
  + Identification and understanding of individual needs
  + Promoting the foundation of relationship building with the provider of future services.

*NOTE: If a provider completes training and determines they cannot serve the individual when they move, they will not be eligible for the training reimbursement.*

Provider Incentives for Downsizing Developmental Centers

July 12, 2018

Page 2

This will be reimbursed to the provider using a standard invoice (Attachment A [no handwritten invoices, please]). The provider must attach proof of this training (Attachment B) and it must be verified by the Superintendent of the Developmental Center (or designee) where training occurred. Invoices (and supporting documentation) can be submitted to Lisa Hutchison at [lisa.hutchison@dodd.ohio.gov](mailto:lisa.hutchison@dodd.ohio.gov).

**ADDITIONAL MONEY FOR STARTING HOUSEHOLD**

Any individual who has lived at a developmental center for more than 90 days is eligible for up to $2,000 HOME Choice money for goods/services required to start a new household. This money is sometimes not enough when people move out of a center with little to no resources. Due to this we are offering additional “startup” money.

**Category B (up to $1000 per person)**

Individuals transitioning from a DC into their future home should work with their team to exhaust all available resources to obtain the items for “start-up” funds. In those instances, in which all available resources are exhausted and items are still needed, we will provide additional start-up funds – up to $1,000/person for ‘start up’ money if all other resources have been exhausted.

This will be reimbursed to the provider or county board (depending on which entity expended the funds) using the attached invoice (Attachment C [no handwritten invoices, please]). The provider or county board must sign a statement (Attachment D) attesting to the fact that all known, available resources for that individual have been exhausted, the team agrees with the purchases and attach receipts for items purchased.

**PAYMENT OF SERVICES**

In order for the State of Ohio to process invoices and pay providers or vendors, they must become a Service Provider in our system, which is called OAKS.

**To become an OAKS Service Provider:**

Go to website (<http://ohiosharedservices.ohio.gov/SupplierOperations/Forms.aspx>) and complete the first two forms (Supplier Information Form and IRS Form W-9). There are instructions on the form that the completed and signed documents can be emailed, faxed, or mailed to Ohio Shared Services. Please make sure the Supplier name you provide on both forms match exactly. For example, if you include a middle initial for your name on one form, then you must include it in the name on the other form. Also, both forms require a handwritten signature. Forms with electronic signatures will be rejected.

Provider Incentives for Downsizing Developmental Centers

July 12, 2018

Page 3

The Medicaid Claims System (MITS) is not part of OAKS; therefore, you must become a service provider even if you are in the MITS system. If you are already an OAKS Service Provider, you will not need to re-enter your information.

Finally, it is important to note that we have limited money available for these initiative; therefore, once funds are exhausted we will not be able to offer these incentives. Please check with Lisa Hutchison at [lisa.hutchison@dodd.ohio.gov](mailto:lisa.hutchison@dodd.ohio.gov) prior to expending funds so you can assure the money is still available.

The staff of the Division of Residential Resources genuinely appreciate all of the efforts Ohio Providers and County Boards have put toward this important initiative – to help people move out of developmental centers. Thank you for your ongoing input and feedback on ways to help us accomplish this critical mission.

GW/ldh