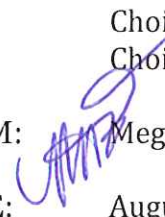


Department of Disabilities, Aging and Independent Living

Adult Services Division
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Waterbury, VT 05671-1601
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TO: Choices for Care Case Management Providers
Choices for Care Authorized Agencies

FROM:  Megan Tierney-Ward, Adult Services Division Director

DATE: August 28, 2014

RE: Adult Family Care, Pre-Transition Services Reimbursement Memo

This memo is to outline the reimbursement process for “pre-transition” work performed by Authorized Agencies (AA) when initiating services for a Choices for Care participant prior to moving into an approved Adult Family Care (AFC) Home.

Once an AA has verified that a person is Choices for Care eligible and has chosen AFC services, the AA may begin providing AFC “pre-transition” services for reimbursement using the following protocol:

1. Participants shall receive AFC pre-transition services from one AA at a time.
2. To receive pre-transition services, a participant must enroll with the chosen AA.
3. The AA Enrollment/Disenrollment form must be signed by the AA and the participant.
4. Participant can voluntarily terminate the agreement at any time. The AA and participant must sign the disenrollment form with date of termination.
5. The AA enrollment form must be sent to the CFC case manager and to the MFP Transition Coordinator if enrolled in MFP.
6. Pre-transition services will end when the person moves into an approved AFC home or in 60 days of signature date on the AA’s enrollment form, whichever is sooner.
7. Any transition delays must be communicated between the AA and the CM.
8. Weekly communication will occur between the AA and CM agency and the CM will keep the participant/nursing facility informed of the progress.
9. AA’s submit for reimbursement using the Adult Family Care revenue code 086 at \$35 per day for up to 60 days total. This is the payment limit for the pre-transition work. If the time exceeds 60 days then the work continues without the daily reimbursement.
10. After the participant moves into the approved AFC home, the AA shall bill the full approved tier rate that appears on the authorized CFC Service Plan, following all applicable CFC standards.
11. AA’s shall maintain documentation of all pre-transition activities which are to be made available to the State upon request.

12. AFC pre-transition services include:

- a. interviewing and enrolling the CFC participant with the AA,
- b. developing a person-centered plan,
- c. advertising for AFC home providers,
- d. interviewing interested AFC home providers,
- e. arranging for and assuring completed AFC home inspections according to standards,
- f. orienting/training the approved AFC home provider,
- g. creating a home share contract with an approved AFC home provider,
- h. managing other AFC required documents and
- i. attending pre-discharge planning meetings.

Please contact Linda Martinez with any questions at linda.martinez@state.vt.us.

C: Linda Martinez, RN, MFP Program Director
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