



Notice of Instruction

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Notice of Instruction Number 021920: HCE Subsidies & Transfers

TO: All PSA 6 HCE Providers

FROM: Abbie Walters, Senior Contract Manager

DATE: February 19, 2020

SUBJECT: Home Care for the Elderly (HCE) Special Subsidies and Transfer of Funds

The purpose of this Notice is to provide instruction regarding policy changes on 1) the Home Care for the Elderly (HCE) Special Subsidies process and 2) the transfer of HCE funds. This Notice overrides the language in [NOI #030119](#) related to Special Subsidy authorizations.

Change to the Special Subsidy Authorization Process

Beginning March 1, 2019, with the issuance of [NOI #030119](#), all new HCE Special Subsidies required authorization from Senior Connection Center (SCC) and Department of Elder Affairs (DOEA) contract managers.

With this guidance, effective February 19, 2020, approval from a DOEA contract manager is no longer required to authorize Special Subsidies for clients who were enrolled in HCE since March 1, 2019.

For Special Subsidies with a cost of *under \$500*, the approval process can be completed by the lead agency. The case manager shall complete the "HCE Special Subsidy Approval Form," which is attached to this Notice. A designated lead agency supervisor shall assist in completing the form as needed, review it, and approve the Special Subsidy, if appropriate, or suggest alternative options for the client to receive the needed service(s). Upon supervisory approval, Special Subsidies under \$500 can be provided to HCE clients.

For Special Subsidies with a cost of *\$500 or more*, after the above process is completed, the lead agency must submit the approved form to their SCC contract manager for approval. SCC

shall review the request and approve the Special Subsidy, if appropriate, or offer alternative options for the client to receive the needed service(s).

It will be the responsibility of the lead agency to maintain documentation of authorization in the client's file, including the approved form. SCC will review this during routine monitoring.

This guidance does not change the requirement that services shall not be authorized if provided and available under other funding sources, such as SMMC LTC.

Transferring HCE Funds

With this guidance, effective February 19, 2020, the transfer of HCE funds to the Community Care for the Elderly (CCE) program will be allowed with the following provisions:

1. Funds may be transferred from HCE to CCE not before the fourth quarter of the State Fiscal Year.
2. A total of no more than five percent (5%) of SCC's annual award of HCE funds may be transferred to the CCE program.
3. If there are clients on the HCE waitlist with a priority rank of 5 or higher, those clients must be released for services prior to an HCE to CCE funds transfer.
 - a. An exception to this would be if funds were transferred from HCE to CCE to address CCE deficits or new Adult Protective Service (APS) High Risk Referrals, requiring mandatory crisis resolving services within 72 hours. If funds are transferred from HCE to CCE for these purposes, and there are HCE clients with a priority rank of a 5 or higher, transferred HCE funds are not to be used to release new CCE clients from the waitlist.

If there were to be a need to transfer CCE funds to the HCE program, please inform SCC, since this request would need to be communicated to the DOEA.

Any exceptions or waivers to the above provisions would require authorization from SCC and from the DOEA's Chief Financial Officer.

Please contact your contract manager should you have questions regarding this Notice.

Attachment:

HCE Special Subsidy Approval Form

HCE Special Subsidy Approval Form

Client ID: _____

For all new special subsidies, please complete and submit this form to your supervisor for approval.

Provider: _____

For new special subsidies *\$500 and above*, after supervisory approval, please submit this form to your SCC Contract Manager for approval.

Submitted by: _____
(Case Manager)

Approved by: _____
(Provider Supervisor)

Please maintain the approved form in the client's file.

Approved by: _____
(SCC Contract Manager)

1. a. What special subsidy services are being requested?

b. In the proposed care plan, how frequently will the client need the services, and what are the monthly costs?

c. What is the average care plan cost for existing HCE clients with this provider?

2. Provide a detailed explanation for why the case manager feels the client is in need of these services.

3. Is the client dual-enrolled in any other DOEA programs or non-DOEA programs?

YES NO

a. If YES, why can't the services be covered through one of those programs?

b. If NO, are they on the wait list for any other programs? YES NO

i. If YES, are they eligible to be released to other programs, such as OAA, that could cover the requested services?

ii. If NO, should they be on the wait list for other programs?

4. Explain efforts made by the lead agency to find other funding sources for the requested services.
