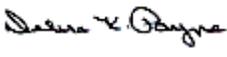


 <p style="text-align: center;">POLICIES AND PROCEDURES</p> <p style="text-align: center;">State of Tennessee Department of Intellectual and Developmental Disabilities</p>	Policy #: 80.5.5	Page 1 of 4
	Effective Date: June 5, 2015	
	Distribution: B	
Policy Type: Community/Waiver	Supersedes: 80.5.5 (6/30/14)	
Approved by:  Debra K. Payne, Commissioner	Last Review or Revision: May 12, 2015	
Subject: TRANSITION ALLOWANCE FOR MONEY FOLLOWS THE PERSON		

- I. **AUTHORITY:** Affordable Care Act of 2010, Deficit Reduction Act of 2005, Tennessee Code Annotated (TCA) Section 4-3-2708, TCA 33-1-302(a), TCA-33-1-303(3) and TCA 33-1-305.
- II. **PURPOSE:** The purpose of this policy is to describe the process for requesting transition allowances for persons supported who are eligible for the Money Follows the Person program, as well as the disposition of items purchased with transition allowances.
- III. **APPLICATION:** This policy applies to staff of the Department of Intellectual and Developmental Disabilities (hereinafter "Department" or "DIDD") responsible for authorizing transition allowances for persons supported who are eligible for the Money Follows the Person program and/or for interpreting policy involving transition allowances.
- IV. **DEFINITIONS:**
 - A. **Home and Community Based Services (HCBS) waiver or waiver** shall mean a waiver approved for Tennessee by the Centers for Medicare and Medicaid Services to provide services to a specified number of Medicaid eligible individuals who have an intellectual disability and who meet criteria for Medicaid reimbursement in an Intermediate Care Facility for Individuals with Intellectual Disabilities. The HCBS waivers for people with intellectual disabilities in Tennessee are operated by the Department of Intellectual and Developmental Disabilities with oversight from TennCare, the state Medicaid agency.
 - B. **Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID)** shall mean for the purposes of this policy, a licensed facility approved for Medicaid vendor reimbursement that provides specialized services for individuals with an intellectual disability or related conditions and that complies with current federal standards and certification requirements for ICF/IID.
 - C. **Money Follows the Person (MFP)** shall mean the federal demonstration grant which provides eligible individuals residing in ICF/IIDs or nursing facilities the opportunity to transition to home and community based settings with services and supports, subject to program eligibility guidelines.
 - D. **Nursing Facility** shall mean a Medicaid certified nursing facility.

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- E. Transition Allowance** shall mean an MFP Rebalancing Demonstration Service provided to an eligible individual enrolled in MFP, during an initial transition from a nursing facility to the community, to establish a residence.
- V. POLICY:** People who have resided in an ICF/IID or Nursing Facility typically do not have the resources necessary to establish a home in the community. This policy provides a process for DIDD staff to review requests related to the MFP program which provides individuals enrolled in the MFP program with transition resources in order to establish a home in the community.
- VI. PROCEDURES:**
- A. General Guidelines
1. To be eligible to receive a transition allowance, the person supported must be enrolled in MFP.
 2. Transition allowances are only approved for the establishment of the person's home following the initial transition out of the ICF/IID or NF. For example, if a person supported chooses to relocate from one supported living home or medical residential home after the initial transition from an ICF/IID or NF, transition allowances shall not be approved for a second time, including a move to a different home or to replace damaged items.
 3. Items purchased with transition allowance shall be the property of the person for whom the funds were approved.
 4. A person who successfully completes 365 day participation period for MFP and is subsequently re-institutionalized may qualify to participate in MFP again in accordance with TennCare MFP Suspended Status and Re-Enrollment protocol.
 5. A person may only elect to participate in MFP prior to the person's transition from the ICF/IID or NF to the community. Once a person has already transitioned to the community, he/she is not eligible to be enrolled in MFP.
 6. Final determinations regarding whether a person can enroll into MFP shall be made by TennCare based on information provided by DIDD.
 7. Transition allowances are not advance payments. Reimbursement is made following the purchase of qualifying items, subject to receipt of a request for a transition allowance and supporting documentation.

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- B. Requests for transition allowances shall:
1. Be limited to a one-time grant or award of no more than \$2,500.00, which shall be equal to the total amount of goods purchased. Providers may not request reimbursement above the amount of goods purchased, even if it is under the \$2,500 cap.
 2. Include an itemized list of the items purchased with the transition allowance and the anticipated price of each item over \$50.00.
 3. Less expensive items with an individual item cost of less than \$50.00 may be grouped and listed with an aggregate cost for the group. The aggregate cost shall not exceed \$100.00.
 4. The provider shall submit a written request for a transition allowance to the Regional Transition Team member.
 5. The regional Transition Team staff shall submit the request to the Regional Director or designee, within 14 days of receipt for final review and approval.
 6. Within fourteen business days of receipt, the Regional Director or designee shall review the request, render a decision (e.g. approval or denial), and provide written notice of the disposition to the individual making the request.
 7. The request shall be tracked by the Transition Team staff in accordance with current Establishment Funds protocol and DIDD Money Follows the Person (MFP) Demonstration Program Manual.
- C. Items which may be purchased with transition allowances including the following (exclusively):
1. Basic essential furniture (e.g., couch, chair, bed, dresser, chest, and table).
 2. Basic appliances (e.g., washer, dryer, refrigerator, microwave, and toaster).
 3. Eating utensils, cookware, and kitchenware for meal preparation.
 4. Electronic equipment (e.g., telephone, radio)
 5. Bed, bath, and laundry items (e.g., sheets, pillows, pillow cases, towels, bath cloths, shower curtains, and laundry baskets).
 6. The initial stock of toiletries, laundry and cleaning supplies, and bath and personal hygiene products at the time the residence is first established.

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7. Security and utility deposits.
 8. Moving expenses (e.g., truck rental and fuel for moving, labor).
 9. Other miscellaneous items reasonably needed to establish an initial residence.
- D. Transition allowances shall not be used or approved to purchase:
1. Food and food products.
 2. Clothing.
 3. Entertainment and educational items (with the exception of a radio) such as the following:
 - a. Television, DVD/VCR players and DVDs/CDs/VCR tapes and tape recorders.
 - b. Computers, computer software, printers, and other computer hardware and software.
 - c. Sports, or exercise equipment or recreational equipment (e.g., bicycles).
 4. An item jointly owned with another person supported.
- E. When a person purchases furniture, appliances, or other household items with a transition allowance, the provider shall:
1. Maintain a written inventory of the items purchased.
 2. Be responsible for updating the written inventory when an item is destroyed or no longer usable.
 3. Maintain the inventory for a minimum of two years or as long as the person supported remains in the provider's services, whichever is longer.
- F. If there is a change in the residential service provider, the person supported has the right to retain items purchased with the transition allowance. The transferring provider has the following responsibilities:

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1. To provide a copy of the inventory of the individual's personal property to the new provider and to the person supported and/or the person's conservator or legal representative.
 2. To maintain a copy of the inventory for their own records.
- G. If the person supported no longer has a need for items purchased with a transition allowance, the person may retain or dispose of the items as he or she chooses.
- H. Upon the death of a person supported, any items purchased with a transition allowance become the property of the person's legal heirs. The heirs may retain or dispose of the items. If there are no legal heirs or if the legal heirs do not want the items, DIDD shall retain the right to dispose of the property.

VII. **CQL STANDARDS:** None

VIII. **REVISION HISTORY:** May 15, 2015

IX. **TENNCARE APPROVAL:** May 13, 2015

X. **ATTACHMENTS:** None