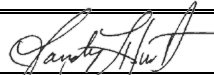


NH Department of Health and Human Services (DHHS)
Division of Long Term Supports and Services
Bureau of Developmental Services

105 Pleasant St.
Concord, NH 03301

STATE OF NEW HAMPSHIRE BDS GENERAL MEMORANDUM (GM)	
DATE:	February 2, 2022
TO:	Area Agency Executive Directors, Area Agency Business Managers, Bureau of Developmental Services (BDS) Liaisons, BDS Management, BDS Finance, BDS Prior Authorization Staff, CSNI Management, DLSS Division Director.
FROM:	Sandy Hunt, BDS Bureau Chief
SIGNATURE:	
SUBJECT:	NH HCBS Recruitment, Retention, and Training Payment Provider Agency Guidance

MEMORANDUM SUMMARY
<p>The purpose of this memorandum is:</p> <ul style="list-style-type: none"> • To provide the amount of funds distributed to each program area (BEAS and BDS). • To provide date when the NH HCBS RRTP Attestations and Spending Plans are due back to the Bureau. • To provide information regarding where to send attestations, spending plans, and questions. • To provide additional guidance to BDS PR 21-18 NH HCBS Recruitment Retention, and Training Payment Provider Agency guidance that was distributed on January 21, 2022.

Definitions:

- A) **American Rescue Plan Act of 2021 (Rescue Act), Section 9817(a)(1)** provides a 10% increase to the state FMAP for HCBS delivered during the project period
- B) **Direct Support Professional (DSP)** works directly with people who have intellectual, developmental, or physical disabilities. DSPs assist people to reach their goals as outlined in this Service Agreement.
- C) **Direct Support Worker (DSW)** helps maintain a person’s well-being and independence in their own home and community, as outlined in their care plan/service agreement. DSWs provide a range of care and support services such as personal care, help with mobility, transport, domestic duties, or provide companionship. A Direct Support Professional is included in this broader category of Direct Support Worker. Direct Support Worker does not include case managers or other individuals providing a similar service.
- D) **HCBS:** Home and Community Based Services

E) **MMIS Claims data used:** Actual MMIS claims units and expenditures for the time period April 1, 2021 through December 31, 2021; and a projection of claims units and expenditures for the time period January 1, 2022 to March 31, 2022 were used in the one-time lump sum payment calculations.

ARPA Revenue earned by DHHS to be distributed to DLTSS HCBS 1915 (c) Waivers

The estimated amount available for the State of New Hampshire to reinvest was calculated by identifying the procedure codes/modifiers/types of service (or combination thereof) that were eligible for the enhanced 10% under Section 9817 of the ARPA. Using this information, a portion of the reinvestment plan was dedicated to “workforce recruitment, retention and training” within the Division of Long Term Supports and Services’ (DLTSS) four 1915(c) waivers. The projected funds were distributed equally to the two program areas, Bureau of Elderly and Adult Services and Bureau of Developmental Services.

	A	B	C
6		% of ARPA distribution to Program	Approximate One-Time Lump Sum distribution by Bureau Feb 2022
7	BEAS (CFI)	50%	\$ 16,212,825
8	BDS (DD, ABD & IHS)	50%	\$ 16,212,825
9	Total		\$ 32,425,650

Attestations and Spending Plans

Attestations and spending plans for the RRTP payment are two separate documents. Attestations certify that at least 80% of RRTP payment will be used for the express purpose of recruitment, retention, or training of DSWs. Spending plans are to outline how the RRTP payment will be spent and on what, recruitment, retention, and/or training of each agency/provider/vendor.

Attestations and spending plans are to be emailed to the Department using this email: HCBSARPApayment@dhhs.nh.gov. Attestations and spending plans should be submitted to DHHS no later than Friday, February 18, 2022. The Department will be contacting each area agency by February 4, 2022 with an estimated payment amount.

Please note attestations and spending plans received after this date will be batched to be sent to MMIS periodically as deemed appropriate by the Department.

Area Agencies (AAs), as NH’s Organized Health Care Delivery System, will be required to receive attestations from each of their vendors, signed by the vendor and AA, no later than Friday, February 18, 2022. Payments will not be made to the AAs until the Department has received the AA attestation and spending plan affirming that the AA has received attestations from each of their vendors.

DLTSS methodology for distributing one-time lump sum payments

The Department identified service codes as previously listed in BDS PR 21-18 for areas that presented the most difficulty in access to care for participants. Projected funds identified above were then converted into uniform add-on dollars per unit to be paid out to providers based on the number of units of services provided under each service unit type (listed below).

Range of payments to providers will vary depending on the units served by the providers.

	A	B	C	D
13	BDS	Add-on per Service Unit to calculate Lump Sum payment by provider		
14	Service Unit	DD	ABD	IHS
15	Per Diem Add-on	\$ 23.92	\$ 23.92	\$ 23.92
16	Per 15 Minutes Add-on	\$ 0.54	\$ 0.54	N/A

Example Payment

For example, XYZ Agency who provides: 5 days of personal care on a per diem basis and 2 hours of day habilitation, its one-time lump sum payout would be **\$123.92** (5 per diem multiplied by \$23.92 = \$119.60 **PLUS** 8 – 15 minute units multiplied by \$0.54 = \$4.32 for a grand total of \$123.92).

Payment will be included in your weekly MMIS Financial cycle remittance advice (RA) as a financial transaction. The payments will be itemized into 3 amounts for each 1915(c) waiver.

Attached to this memorandum is an updated version of BDS 3785 *Attestation of Requirements & Authorization to Pay Recruitment, Retention, and Training Payment* and a Frequently Asked Questions document. Area Agencies that have completed or begun completing the prior version of BDS 3785 do not need to resubmit the new version of BDS 3785; The Department will accept either the December 2021 or February 2022 version.

The Department will be contacting each area agency by February 4, 2022 with an estimated payment amount.

Future Payment

A second RRTP payment based on actual paid claims will be coming. All guidance in this memorandum and in BDS PR 21-18 NH HCBS Recruitment Retention, and Training Payment Provider Agency guidance that was distributed on January 21, 2022 will apply to the second payment as well. Area Agencies do not need to complete a new attestation for the second payment.

Questions regarding this initiative should be directed to HCBSARPAPayment@dhhs.nh.gov.