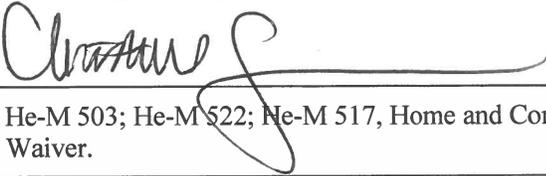


Policy Number	031
Policy Owner	Bureau of Developmental Services (BDS)
Policy Name	Advanced Crisis Funds
From	Christine Santaniello, BDS Director
Administrator's Signature	
Regulatory and Other Reference(s)	He-M 503; He-M 522; He-M 517, Home and Community Based Services Waiver.
Approval Date	July 1, 2017
Effective Date	August 1, 2017
Revision History	N/A
Key Contacts	BDS Finance Administrator, BDS Liaisons

Policy Statement:

The Department of Health and Human Services (DHHS), BDS develops and maintains policies and procedures to outline the process for implementing BDS programs and services, ensure compliance with applicable federal/state laws, regulations and requirements, and to support the BDS mission and strategic planning goals.

Purpose and Intent of Policy:

The purpose of this policy is to set forth the criteria and procedure for the allocation and use of Advanced Crisis Funds, hereinafter referred to as Advanced Authorization Funds, as set forth in BDS regulations He-M 503 and 522. The funds come from statewide vacancies within the developmental and/or acquired brain disorder system and are maintained and managed by BDS. Allocation of Advance Authorization Funds is intended to address crisis situations that require and qualify for annualized funding. BDS holds the final authority for the approval for the use of Advanced Crisis Funds.

Definitions:

Advanced Crisis Funds (hereinafter referred to as Advanced Authorization Funds): Refer to revenues authorized by BDS when funds are not otherwise available for an individual who is in crisis and needs services immediately as described in He-M 503.13 (i).

Advanced Authorization Committee: As needed by BDS, an advisory group consisting of a cross-section of area agency (AA) and BDS representatives that review and provide recommendations for the approval of proposals for the use of Advanced Authorization Funds.

Vacancy Funds: Consist of funds that become available when an individual leaves developmental or acquired brain disorder services. Vacancy funds may represent an individual's total/overall funding or funding for a specific service. Please refer to Vacancy Policy.

Temporary Crisis Funds: Intended to address those who require one-time funds and immediate access to services and possibly increased funding. Under the DD and ABD Medicaid Waivers Temporary Crisis allocations/approvals are limited to six month periods.

Procedure:

1. Using the criteria outlined in He-M 503 or He-M 522, the area agency shall determine if a person in crisis meets the definition for advanced authorization funds, when there are no generic or area agency resources available and the individual is:
 - A victim of abuse and neglect pursuant to He-E 700 or He-M 202;
 - Abandoned and homeless;
 - Without a caregiver due to death or incapacitation;
 - At significant risk of physical or psychological harm due to decline in his or her medical or behavioral status;
 - In need of necessary residential services that are no longer the legal responsibility of DCYF or LEA;
 - Presenting a significant risk to community safety; or
 - In need of long-term employment funding to maintain his or her job
2. If the person meets the criteria above, prior to requesting an advanced authorization, the area agency shall put the individual on its Wait List (WL).

3. In a situation in which the individual is experiencing a behavioral, psychiatric, or medical crisis, the area agency is expected to access and use temporary crisis funds prior to requesting an Advanced Authorization.
 - The temporary crisis funds will come from the area agency's one-time savings/unused funds for that fiscal year.
 - The use of temporary crisis funds will create a six-month period so the area agency can better assess the specifics of the situation and try different clinical strategies before formulating a long-term plan and requesting annualized funds.
 - If the agency is seeing success with the temporary plan, an extension of the temporary crisis funds can be requested beyond the initial six months.
 - If an area agency determines that annualized funds are needed to address the crisis situation on a long-term basis, they will enter the name of the individual into the Wait List Registry.
4. At the request of BDS, requests may be processed through the Advance Authorization Advisory Committee (AAAC). Each AA is expected to have a representative and alternate committee member participate on the committee.
5. The Committee has developed and agreed upon "Operating and Best Practice Guidelines" to facilitate effective use of the Advanced Authorization Process. The area agencies (AA) are expected to ensure that:
 - Their staff are familiar with and follow these guidelines
 - Regional infrastructure and processes reflect suggested best practices
6. To demonstrate the need for advanced crisis funding the AA is required to submit to BDS/AAAC, in writing, a detailed description of the individual's circumstances, assessment based needs, and a proposed budget.
 - The AA is expected to use the Advanced Authorization Request Form (located on E-studio and BDS' website).
 - In completing the form, the AA is expected to include information to demonstrate its adherence to the best practice guidelines developed and agreed upon by the AAAC.
 - The form and supportive documentation is uploaded to E-studio, following the instructions on the Advanced Authorization Request Form.
7. The AA is expected to ensure that the projected cost estimate for the Advanced Authorization request is informed by the results of evaluations (e.g., SIS, HRST, Risk Assessment, START). In presenting its request to the AAAC, the area agency needs to ensure that:
 - Appropriate staff members that are familiar with the specifics of the individual and the situation are present to share information and answer questions.
 - The AA Business Manager is present to answer questions about the proposed budget
 - The AA Executive Director is present for those requests where the proposed budget for an individual is or will be \$100,000 or higher.

8. AAAC representatives and the appropriate BDS Regional Liaison(s) will be notified by BDS via email of the need to participate in an Advanced Authorization Request conference call, identifying the regularly scheduled date and time for the call.
9. In the event that a request requires more immediate attention, an email will be sent to the group by BDS indicating the particular date & time of the special AAAC phone conference.
10. A “quorum” of the AAAC, for the purpose of considering requests, will be participation in the weekly phone conference by six (6) out of ten (10) of the AA representatives (or their designee). If a quorum is not present, BDS will take the recommendation of those on the call.
11. BDS will announce its decision regarding the outcome of the Advance Authorization Request during the conference call. It will also document its decision by sending a follow-up email to all area agency representatives and BDS Liaisons.
12. Under certain conditions (when sufficient funds exist in the statewide Advanced Authorization Balance) BDS may, with consultations with area agencies, authorize area agencies to use these funds:
 - In conjunction with available WL allocations.
 - This system wide utilization of available funds will not go through the AAAC process and will be managed by BDS.
13. The BDS Director or designee shall facilitate the Advanced Authorization Committee Meeting. All AA’s are expected to participate and make a recommendation regarding the approval or denial of the request under consideration. The ultimate decision making authority regarding the advance authorization requests lies with BDS.