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### LME-MCO Communication Bulletin #J194

Date: April 18, 2016

To: LME-MCOs

From: Kathy Nichols, Behavioral Health Manager, Community Based Services Section, DMA, and  
Mabel McGlothlen, LME-MCO System Management Section Chief, DMH/DD/SAS

Subject: Special Assistance In-Home and Transition to Community Living Target Population

This bulletin is to clarify the roles and responsibilities of the LME-MCO and the behavioral health service provider as they relate to Special Assistance In-Home (SA/IH) and the Transition to Community Living (TCL) target population.

SA/IH provides a cash supplement to help low income adults who are at risk of placement in a licensed residential care setting to reside in a private living setting. The payments are intended to help maintain the individual's health and safety while residing in the community and must not replace the formal and informal services/supports available to an individual. The SA/IH program is administered through the county department of social services (DSS) and is supervised by the Division of Aging and Adult Services.

Individuals meeting the TCL target population criteria are eligible to receive SA/IH if there is a documented financial need related to health and safety and if the individual is eligible for Medicaid for Aged, Blind or Disabled-Categorically Needy. The LME-MCO and the individual's behavioral health provider play a critical role in ensuring that an individual approved for a housing slot is connected to SA/IH and that the SA/IH payment is used as intended.

LME-MCO responsibilities include but are not limited to:

- Determining the initial need for enrollment or application for the SA/IH Program;
- Obtaining consent to release information from the individual;

- Initiating verbal contact with the local DSS to request SA/IH for the individual and arranging a face-to-face visit to apply if necessary;
- Completing the Economic Assessment to determine the amount of initial SA/IH payment needed;
- Formally communicating the initial SA/IH request and payment amount for the individual to the local DSS via the Interagency Communication Form, Appendix E, Supplement 2;
- Assuring that a current valid FL-2 form is available and provided to the local DSS;
- Informing local DSS of the individual's preferred county and private living address;
- Requesting the LME-MCO receive a copy of the eligibility notices sent to the individual;
- Informing the local DSS if it is discovered that SA/IH payments are being used for prohibited items or services;
- Monitoring the Community Support Team, Assertive Community Treatment, or Tenancy Support Providers to ensure:
  - SA/IH funds are being used as intended;
  - provider is visiting individual and reviewing SA/IH plan at least monthly;
  - provider is documenting all visits and review of SA/IH plan; and
  - provider is documenting all required information in the SA/IH tracking database; and
- Following up with the provider to address any performance related issues regarding SA/IH.

Provider responsibilities include but are not limited to:

- Visiting the individual as often as needed, but no less than one time per month to review SA/IH payment plan and its effectiveness;
- Documenting all monitoring activities and actions taken;
- Reporting any changes in the individual's situation to the local DSS no later than 5 days after a change occurs (individual moves, is out of the state more than 30 days, is hospitalized more than 30 days, is incarcerated, income or resources change, or other circumstances which could affect Medicaid or SA/IH eligibility, etc.);
- Documenting all SA/IH payment amounts as well as all services or items purchased in the SA/IH tracking database by the 5<sup>th</sup> day of each month for the preceding month;
- Completing an annual reassessment of the need for an ongoing SA/IH payment and the amount needed;
- Assisting the individual with obtaining a new FL-2 form and ensuring all required documentation requested by the local DSS is promptly provided; and
- Completing Interagency Communication Form, Appendix E, Supplement 2, to formally communicate the SA/IH reassessment results to the local DSS.

The Division of Aging and Adult Services has created a guidance manual which outlines the protocol related to SA/IH and the Transition to Community Living Initiative. The attached guidance manual can be accessed at <https://www2.ncdhhs.gov/tcli/>.

Please contact Beverly Bell at 919-855-4321 or [Beverly.Bell@dhhs.nc.gov](mailto:Beverly.Bell@dhhs.nc.gov) if you have any questions. Chris Urso with the Division of Aging and Adult Services can also be contacted at 919-855-3461 or [Chris.Urso@dhhs.nc.gov](mailto:Chris.Urso@dhhs.nc.gov).

*Previous bulletins can be accessed at: <http://jtcommunicationbulletins.ncdhhs.gov/>*

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