

**Montana Developmental Disabilities Program 0208 Home and Community Based Services
Settings Transition Plan**

Section 1: Public Comment on Transition Plan

Action Item	Description	Proposed Start Date	Proposed End Date
Draft 0208 transition plan and amendment available on DDP website	DDP will post the draft transition plan, 0208 waiver amendment, and the currently approved 0208 waiver	8/3/2015	09/30/15
Schedule a public meeting and webinar for transition plan and amendment		07/30/15	08/26/15
Tribal Consultation letter mailed, and Public notice published in newspapers	DDP drafts the tribal consultation letter and the public notice with the information about the website and stakeholder public meeting.	08/02/15	08/07/15
Information emailed to interested parties list	DDP Emails public notice information to interested parties list.	08/02/15	08/07/15
Put a comment section on the transition plan website for stakeholders to submit comments electronically	DDP will place a comment section on the website so comments can be collected and analyzed. Work on text for the comment section.	08/02/15	09/03/15
Public comment period for 30 days	Public Comment period of August 3, 2015 to September 3, 2015	08/03/15	09/03/15
Review public comments	DDP will develop responses to the public comment and post on the website	09/04/15	09/15/15
Submit 0208 Transition Plan and Waiver Amendment to CMS			09/30/15

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Action Item	Description	Proposed Start Date	Proposed End Date

CMS=Centers for Medicare & Medicaid

DPHHS=Department of Public Health & Human Services

HCB=Home & Community Based

HCBS=Home & Community Based Services

DDP= Developmental Disabilities Program

DSD=Developmental Services Division

To continue to receive federal Medicaid funds for HCBS waiver services, Montana must comply with the “settings” requirements made effective by CMS regulations on 3/17/2014. CMS has granted a five-year period in which to come into compliance with these regulations, which is 3/17/2019. This draft document is Montana’s plan of how it will come into compliance.

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Section 2: Assessment

Action Item	Description	Proposed Start Date	Proposed End Date
Assessment of settings	DDP conducts a preliminary assessment of the existing HCB services for compliance with HCBS characteristics, and assessment submitted with Transition Plan.	06/17/14	12/12/14
Draft provider self assessment tool	DDP drafts a provider self assessment tool to compile baseline information on individual HCBS settings compliance. Updates provided to CMS as needed.	01/12/15	04/30/15
Draft validation tool for provider assessment	DDP drafts a tool to validate the results of the provider assessment, includes on-site assessment and member survey information.	05/01/15	08/03/15
Draft member survey	DDP drafts a member experience survey to compile information on their satisfaction with HCBS setting. Updates provided to CMS as needed.	01/12/15	04/30/15
Public comment for 30 days on provider self assessment tools and member survey	DDP will provide opportunity for public comment in order to get feedback and refine assessment tool & member survey.	05/01/15	06/01/15
Finalize provider self assessment tools and member survey	DDP makes changes as appropriate based on comment and feedback on validation and assessment tools and member survey.	06/01/15	07/01/15
Send letter to providers and members with instructions on self-assessment tool and survey	DDP sends letter to providers describing the self assessment tool and member survey with the website to access the tool and survey online.	07/01/15	07/15/15
Implementation of Provider self assessment current and prospective providers	Providers will complete self assessment tool to compile baseline information on individual HCBS settings compliance. Members will complete member survey.	07/15/15	08/14/15 - Provider due date 08/31/15 - Member due date
Public comment for 30 days on validation tool	DDP will provide opportunity for public comment in order to get feedback and refine validation tool.	09/01/15	09/30/15
Finalize validation tool	DDP makes changes as appropriate based on comment and feedback on validation tool.	10/01/15	11/06/15
DDP analysis of provider self assessments	DDP will use a matrix to conduct an analysis of self assessments to evaluate validity of the provider self assessments and determine onsite reviews.	09/15/15	11/30/15
Conduct on site reviews to validate assessments	DDP will schedule on site reviews of providers to validate compliance.	12/01/15	05/30/16
Analysis of onsite reviews	DDP will analyze the results of the on-site survey assessment to identify specific issues and challenges that will need to be addressed through the 5 year transition period.	06/01/16	07/31/16

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Action Item	Description	Proposed Start Date	Proposed End Date
Distribute results on DDP's on-site review of validation, provider self-assessments and member surveys	DDP develops and distributes an individualized report for the providers to use to become compliant with the federal HCBS setting rule. In addition, DDP will complete an aggregate report with statewide information and will post it on the HCBS website. Updates provided to CMS as needed.	08/01/16	08/31/16
DDP will monitor & identify member survey to assure consistency in community access.	DDP incorporates member survey into existing program reviews on an ongoing basis.	6/15/2015	8/1/2016

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Section 3: Remedial Strategies

Action Item	Description	Proposed Start Date	Proposed End Date
Providers who are not in compliance with the HCBS setting rule and wish to remain enrolled waiver providers will submit a compliance plan	Individual providers develop and submit plan that identifies action steps and dates to come into compliance for all items identified as non compliant on the provider self assessment analysis. Compliance plans cannot extend beyond March 17, 2019.	09/01/16	11/15/16
Evaluation of non-compliant providers	DDP will conduct on site reviews to evaluate validity of remediation compliance assessments.	11/16/16	06/30/17
Determine DDP response to non-compliant enrolled providers	Develop timeline for 1. provider dis-enrollment; 2. transition plan for members; 3. appeal rights for members and providers.	07/01/17	09/01/17
New Provider enrollment	DDP will develop process for new provider enrollment to ensure settings are in compliance.	10/1/15	01/01/16
Public comment for 30 days on provider enrollment	DDP will provide opportunity for public comment in order to get feedback and refine the provider enrollment/disenrollment process.	01/01/16	02/01/16
Implementation of new provider enrollment process	Statewide implementation of new provider enrollment process. This includes consideration of provider/stakeholder feedback.	02/01/16	03/31/16
Disenrollment of existing non-compliant providers	Statewide implementation of disenrollment of non-compliant providers who do not wish to or cannot come into compliance with new setting requirements.	10/02/17	03/17/19
Member Transition Plan	DDP will develop process to transition members to enrolled providers who meet the setting rule.	07/01/17	09/01/17
Implementation of Provider self assessment current and prospective providers	DDP will solicit feedback from members, advocacy groups and providers on member transition plan.	09/02/17	10/01/17

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Action Item	Description	Proposed Start Date	Proposed End Date
Implementation of member transition plan	DDP will work with members, families, case managers and service providers to ensure members are transitioned to providers meeting HCBS setting requirements. Members will be given timely notice and a choice of alternative providers through a person centered process. Transition of members will be comprehensively tracked to successful placement and continuity of service.	10/02/17	03/17/19

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Section 4: Program Administration			
Action Item	Description	Proposed Start Date	Proposed End Date
Administrative Rules of Montana	DDP will identify and revise rules to reflect final regulations on HCBS setting requirements. Updates to CMS as needed.	01/01/15	07/01/16
Member, Families, Stakeholder and Provider education	Update documents to ensure HCBS info is accurate, etc.	10/01/14	ongoing
Provider Manual revisions	DDP will revise manuals to incorporate regulatory requirements for HCB and qualities of an HCB setting. This step is congruent with revising administrative rules. Updates to CMS as needed.	01/01/16	07/01/16
Incorporate education and HCB compliance understanding into Provider Enrollment	When agencies enroll to provide HCBS, they will be provided guidance on HCB setting requirements. Updates provided to CMS as needed.	10/01/14	ongoing

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