

# MMDL: Balancing Incentive Program

## Report Date

---

This report provides information regarding the Balancing Incentive Program as of the following date:

09/30/2012

## Contacts

---

Please enter contact information for key individuals responsible for the State's Balancing Incentive Program.  
State Medicaid Director

Name:	<input type="text" value="John Doe"/>
Title:	<input type="text"/>
Organization:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Email:	<input type="text"/>

### Balancing Incentive Program Project Director

Name:	<input type="text"/>
Title:	<input type="text"/>
Organization:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
Phone:	<input type="text"/>

**Fax:**

**Email:**

**Lead Staff for No Wrong Door / Single Entry Point System (if different from project director)**

**Name:**

**Title:**

**Organization:**

**Address 1:**

**Address 2:**

**City:**

**State:**

**Zip:**

**Phone:**

**Fax:**

**Email:**

**Lead Staff for Core Standardized Assessment (if different from project director)**

**Name:**

**Title:**

**Organization:**

**Address 1:**

**Address 2:**

**City:**

**State:**

**Zip:**

**Phone:**

**Fax:**

**Email:**

**Lead Staff for Conflict-Free Case Management (if different from project director)**

**Name:**

**Title:**

**Organization:**

**Address 1:**

**Address 2:**

**City:**

**State:**

**Zip:**

**Phone:**

**Fax:**

**Email:**

**Report Preparer**

- Balancing Incentive Program Project Director**
- Lead Staff for No Wrong Door / Single Entry Point System (if different from project director)**
- Lead Staff for Core Standardized Assessment (if different from project director)**
- Lead Staff for Conflict-Free Case Management (if different from project director)**
- Other**

**Name:**

**Title:**

**Organization:**

**Address 1:**

**Address 2:**

**City:**

**State:**

**Zip:**

**Phone:**

**Fax:**

**Email:**

**Structural Changes**

---

The Structural Changes section collects the State's progress toward implementing the State's previously submitted Work Plan. This section is organized according to the Work Plan Template, Appendix E of The Balancing Incentive Program: Implementation Manual.

General No Wrong Door/Single Entry Point (NWD/SEP) Structure (page 1 of 2)

1. Develop standardized informational materials that NWD/SEPs provide to individuals:

- **When does the State anticipate deliverables for this task will be submitted?**

(mm/dd/yyyy)

- Deliverables:

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:**  %

Describe progress for this task during the reporting period:

Describe experienced or anticipated challenges to completing this task:

Describe the State's plan to address the challenges described above:

2. Train all participating staff on eligibility determination and enrollment processes:

- **When does the State anticipate deliverables for this task will be submitted?**

(mm/dd/yyyy)

- Deliverables: (Please note any variance from Deliverables in the Work Plan)

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:** \_\_\_\_\_ %

Describe progress for this task during the reporting period:

Describe experienced or anticipated challenges to completing this task:

Describe the State's plan to address the challenges described above:

3. Detailed system design for the process to guide a person through assessment and eligibility determination (i.e., single eligibility coordinator, case management system, or otherwise coordinated process):

- **When does the State anticipate deliverables for this task will be submitted?**

\_\_\_\_\_ (mm/dd/yyyy)

- Deliverables: (Please note any variance from Deliverables in the Work Plan)

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:** \_\_\_\_\_ %

Describe progress for this task during the reporting period:

Describe experienced or anticipated challenges to completing this task:

Describe the State's plan to address the challenges described above:

## Structural Changes

---

General No Wrong Door/Single Entry Point (NWD/SEP) Structure (page 2 of 2)

4. Selection of vendor to develop the automated system for the process to guide a person through assessment and eligibility determination (i.e., single eligibility coordinator, case management system, or otherwise coordinated process):

■ **When does the State anticipate deliverables for this task will be submitted?**

| (mm/dd/yyyy)

■ Deliverables: (Please note any variance from Deliverables in the Work Plan)

Text input field for deliverables.

- The task is not applicable because the system will not be automated or state staff will develop the system.
- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:** | %

Describe progress for this task during the reporting period:

Text input field for progress description.

Describe experienced or anticipated challenges to completing this task:

Text input field for challenges.

Describe the State's plan to address the challenges described above:

Text input field for state's plan.

5. Pilot implementation and testing of the process to guide a person through assessment and eligibility determination (i.e., single eligibility coordinator, case management system, or otherwise coordinated process):

■ **When does the State anticipate deliverables for this task will be submitted?**

| (mm/dd/yyyy)

■ Deliverables: (Please note any variance from Deliverables in the Work Plan)

Text input field for deliverables.

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:** | %

Describe progress for this task during the reporting period:

---

Describe experienced or anticipated challenges to completing this task:

---

Describe the State's plan to address the challenges described above:

---

6. Process to guide a person through assessment and eligibility determination (i.e., single eligibility coordinator, case management system, or otherwise coordinated process) is implemented statewide:

- **When does the State anticipate deliverables for this task will be submitted?**

(mm/dd/yyyy)

- Deliverables: (Please note any variance from Deliverables in the Work Plan)

---

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:**  %

Describe progress for this task during the reporting period:

---

Describe experienced or anticipated challenges to completing this task:

---

Describe the State's plan to address the challenges described above:

---

7. System updates for the process to guide a person through assessment and eligibility determination (i.e., single eligibility coordinator, case management system, or otherwise coordinated process).

- **The State intends to seek CMS approval to amend what will be submitted as deliverables for this task.**

- Deliverables: (Please note any variance from Deliverables in the Work Plan)

\_\_\_\_\_

- Describe changes to the system that were implemented:

\_\_\_\_\_

- Describe experienced or anticipated challenges:

\_\_\_\_\_

- Describe the State's plan to address the challenges described above:

\_\_\_\_\_

### Structural Changes

#### General No Wrong Door/Single Entry Point (NWD/SEP) Agencies

1. Develop and implement a Memorandum of Understanding (MOU) across the Medicaid Agency, Operating agencies, and the NWD/SEPs:

- **When does the State anticipate deliverables for this task will be submitted?**

\_\_\_\_\_ (mm/dd/yyyy)

- Deliverables: (Please note any variance from Deliverables in the Work Plan)

\_\_\_\_\_

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:** \_\_\_\_\_%

Describe progress for this task during the reporting period:

\_\_\_\_\_

Describe experienced or anticipated challenges to completing this task:

\_\_\_\_\_

Describe the State's plan to address the challenges described above:

\_\_\_\_\_



2. Identify service shed coverage of all NWD/SEPs:

- **When does the State anticipate deliverables for this task will be submitted?**

(mm/dd/yyyy)

- Deliverables: (Please note any variance from Deliverables in the Work Plan)

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:**  %

Describe progress for this task during the reporting period:

Describe experienced or anticipated challenges to completing this task:

Describe the State's plan to address the challenges described above:

3. Ensure NWD/SEPs are accessible to older adults and individuals with disabilities:

- **When does the State anticipate deliverables for this task will be submitted?**

(mm/dd/yyyy)

- Deliverables: (Please note any variance from Deliverables in the Work Plan)

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:**  %

Describe progress for this task during the reporting period:

Describe experienced or anticipated challenges to completing this task:

---

Describe the State's plan to address the challenges described above:

---

## Structural Changes

---

### NWD/SEP System Website

1. Register a domain name, which provides the right to link content to a Uniform Resource Locator (URL):

- **When does the State anticipate deliverables for this task will be submitted?**

| (mm/dd/yyyy)

- Deliverables: (Please note any variance from Deliverables in the Work Plan)
- 

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:** | %

Describe progress for this task during the reporting period:

---

Describe experienced or anticipated challenges to completing this task:

---

Describe the State's plan to address the challenges described above:

---

2. Develop and incorporate content:

- **When does the State anticipate deliverables for this task will be submitted?**

| (mm/dd/yyyy)

- Deliverables: (Please note any variance from Deliverables in the Work Plan)
-

■ **Enter the web site address (a.k.a. URL):**

---

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:**  %

Describe progress for this task during the reporting period:

---

Describe experienced or anticipated challenges to completing this task:

---

Describe the State's plan to address the challenges described above:

---

3. Incorporate the Level I screen (recommended, not required):

- **The task is in the Work Plan.**

■ **When does the State anticipate deliverables for this task will be submitted?**

(mm/dd/yyyy)

■ **Deliverables: (Please note any variance from Deliverables in the Work Plan)**

---

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:**  %

Describe progress for this task during the reporting period:

---

Describe experienced or anticipated challenges to completing this task:

Describe the State's plan to address the challenges described above:

## Structural Changes

NWD/SEP System 1-800 Number

1. Contract 1-800 number service:

- **When does the State anticipate deliverables for this task will be submitted?**

(mm/dd/yyyy)

- **Deliverables:** (Please note any variance from Deliverables in the Work Plan)

- **Enter the 1-800 number:**

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:**  %

Describe progress for this task during the reporting period:

Describe experienced or anticipated challenges to completing this task:

Describe the State's plan to address the challenges described above:

2. Train staff on answering phones, providing information, and conducting the Level I screen:

- **When does the State anticipate deliverables for this task will be submitted?**

(mm/dd/yyyy)

- **Deliverables:** (Please note any variance from Deliverables in the Work Plan)

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:**  %

Describe progress for this task during the reporting period:

---

Describe experienced or anticipated challenges to completing this task:

---

Describe the State's plan to address the challenges described above:

---

## Structural Changes

---

### NWD/SEP System Advertising

1. Develop advertising plan:

- **When does the State anticipate deliverables for this task will be submitted?**

(mm/dd/yyyy)

- Deliverables: (Please note any variance from Deliverables in the Work Plan)

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:**  %

Describe progress for this task during the reporting period:

---

Describe experienced or anticipated challenges to completing this task:

---

Describe the State's plan to address the challenges described above:

---

2. Implement advertising plan:

- **When does the State anticipate deliverables for this task will be submitted?**

(mm/dd/yyyy)

- Deliverables: (Please note any variance from Deliverables in the Work Plan)

---

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:**  %

Describe progress for this task during the reporting period:

---

Describe experienced or anticipated challenges to completing this task:

---

Describe the State's plan to address the challenges described above:

---

## Structural Changes

---

### Core Standardized Assessment

1. Develop questions for the Level I screen:

- **When does the State anticipate deliverables for this task will be submitted?**

(mm/dd/yyyy)

- Deliverables: (Please note any variance from Deliverables in the Work Plan)

---

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.

- This task is not yet complete.

**Estimated percentage complete:**  %

Describe progress for this task during the reporting period:

Describe experienced or anticipated challenges to completing this task:

Describe the State's plan to address the challenges described above:

2. Incorporate additional domains and topics into assessments if necessary:

- **When does the State anticipate deliverables for this task will be submitted?**

(mm/dd/yyyy)

- Deliverables: (Please note any variance from Deliverables in the Work Plan)

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:**  %

Describe progress for this task during the reporting period:

Describe experienced or anticipated challenges to completing this task:

Describe the State's plan to address the challenges described above:

3. Train staff members at NWD/SEPs to coordinate the CSA:

- **When does the State anticipate deliverables for this task will be submitted?**

(mm/dd/yyyy)

- Deliverables: (Please note any variance from Deliverables in the Work Plan)

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:**  %

Describe progress for this task during the reporting period:

Describe experienced or anticipated challenges to completing this task:

Describe the State's plan to address the challenges described above:

4. Identify qualified personnel to conduct the CSA:

- **When does the State anticipate deliverables for this task will be submitted?**

(mm/dd/yyyy)

- Deliverables: (Please note any variance from Deliverables in the Work Plan)

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:**  %

Describe progress for this task during the reporting period:

Describe experienced or anticipated challenges to completing this task:



Describe the State's plan to address the challenges described above:

\_\_\_\_\_

5.

■

■ Deliverables: (Please note any variance from Deliverables in the Work Plan)

\_\_\_\_\_

■ Describe changes to the Core Standardized Assessment that were implemented:

\_\_\_\_\_

■ Describe experienced or anticipated challenges:

\_\_\_\_\_

■ Describe the State's plan to address the challenges described above:

\_\_\_\_\_

### Structural Changes

---

#### Conflict-Free Case Management

■ Establish protocol for removing conflict of interest:

■ **When does the State anticipate deliverables for this task will be submitted?**

\_\_\_\_\_ (mm/dd/yyyy)

■ Deliverables: (Please note any variance from Deliverables in the Work Plan)

\_\_\_\_\_

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:** \_\_\_\_\_%

Describe progress for this task during the reporting period:

\_\_\_\_\_

Describe experienced or anticipated challenges to completing this task:

Describe the State's plan to address the challenges described above:

## Structural Changes

---

### Sustainability

- Develop sustainability plan:
- **When does the State anticipate deliverables for this task will be submitted?**

(mm/dd/yyyy)

- Deliverables: (Please note any variance from Deliverables in the Work Plan)

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:**  %

Describe progress for this task during the reporting period:

Describe experienced or anticipated challenges to completing this task:

Describe the State's plan to address the challenges described above:

## Structural Changes

---

### Coordination with Health Information Exchange Information Technology (IT) System

1. Describe plans to coordinate the NWD/SEP system with the Health Information Exchange IT system:

■ **When does the State anticipate deliverables for this task will be submitted?**

\_\_\_\_\_ (mm/dd/yyyy)

■ **Deliverables: (Please note any variance from Deliverables in the Work Plan)**

\_\_\_\_\_

- This task was completed by the time the Program application was submitted. Supporting information can be found in the application and/or Work Plan.
- This task was completed after the Program application was submitted, and its status remains current.
- This task is not yet complete.

**Estimated percentage complete:** \_\_\_\_\_%

Describe progress for this task during the reporting period:

\_\_\_\_\_

Describe experienced or anticipated challenges to completing this task:

\_\_\_\_\_

Describe the State's plan to address the challenges described above:

\_\_\_\_\_

2. Updates on coordination with the Health Information Exchange IT system, including the technological infrastructure.

■

■ **Deliverables: (Please note any variance from Deliverables in the Work Plan)**

\_\_\_\_\_

■ **Describe changes to coordination between the NWD/SEP system and the HIE IT system that occurred:**

\_\_\_\_\_

■ **Describe experienced or anticipated challenges:**

\_\_\_\_\_

■ **Describe the State's plan to address the challenges described above:**

\_\_\_\_\_

## Data Collection - List of Measures

---

The Data Collection section documents the State's progress toward collecting the Service, Quality, and Outcome data the State agreed to collect as part of the State's Balancing Incentive Program application.

### Service Measures:

Measure Name	Start of Measure Description	Implementation		
--------------	------------------------------	----------------	--	--

### Quality Measures:

Measure Name	Start of Measure Description	Implementation		
--------------	------------------------------	----------------	--	--

### Outcome Measures:

Measure Name	Start of Measure Description	Implementation		
--------------	------------------------------	----------------	--	--

## Expenditures Reporting, Current Reporting Period

---

The State used Attachment C of the Balancing Incentive Program Application Announcement to indicate eligibility for the Balancing Incentive Program and the percentage of payments (i.e., 2% or 5%):

Enter the following information based on data the state will enter in the CMS 64 report for this reporting period. If this is a State's first report, the reporting period for purposes of the following fields includes all completed quarters for which the State has received Balancing Incentive Program payments.

Non-institutional LTSS on the CMS 64:	\$	<input type="text"/>
Institutional LTSS on the CMS 64:	\$	<input type="text"/>
Total qualified HCBS expenditures, demonstration services, and supplemental services funded by the Money Follows the Person demonstration:	\$	<input type="text"/>
<b>Total LTSS:</b>	<b>\$0.00</b>	
<b>Percentage of LTSS for non-institutional services and supports:</b>	<b>0%</b>	
<b>Change in percentage of LTSS for non-institutional services and supports from previous quarter (assuming no prior period adjustments):</b>	<b>N/A (first report)</b>	

## Expenditures Reporting, Adjustments to Prior Reporting Periods

---

The state reports prior period adjustments to previously submitted reports for the following reporting periods:

Reporting Period End Date		
09/30/2012		

### Expenditures Reporting, Adjustments to Prior Reporting Periods Detail

**This prior period adjustment applies to expenditures during the reporting period ending on the following date:  
09/30/2012**

Enter the following information based on prior period adjustments the state will enter in the CMS 64 report for this reporting period. Enter only the expenditures not previously reported; do not enter total expenditures.

Non-institutional LTSS on the CMS 64:	\$	<input type="text"/>
Institutional LTSS on the CMS 64:	\$	<input type="text"/>
Total qualified HCBS expenditures, demonstration services, and supplemental services funded by the Money Follows the Person demonstration:	\$	<input type="text"/>

### Assurances

Explain how the State used the additional Federal funds paid to the State under the Balancing Incentive Program during the reporting period for purposes of providing new or expanded offerings of non-institutionally-based LTSS, as required in Section 10202(c)(4) of the Affordable Care Act.

- The state attests it has not restricted eligibility standards, methodologies, or procedures for LTSS during the reporting period.**

Explain the restriction to eligibility implemented during the reporting period and, if applicable, how the State remains in compliance with the Maintenance of Eligibility requirements in Section 10202(c)(3) of the Affordable Care Act.