

## Money Follows the Person (MFP) Portal

Get started by completing a MFP Work Plan for your state or territory. After your MFP Work Plan is submitted and approved, you will be able to complete a MFP Semi-Annual Progress Report. Learn more about this [new data collection tool](#) from CMS. For additional guidance on completing this form, see the associated User Guide and Help File.



### MFP Work Plan

The MFP Work Plan is the state or territory's road map for accomplishing the rebalancing objective described in section [6071\(a\)\(1\) of the Deficit Reduction Act \(DRA\)](#) as "increasing the use of home and community-based, rather than institutional, long-term care services."

[User Guide and Help File](#)

[Enter Work Plan online](#)

When is the MFP Work Plan due? [+](#)



### MFP Semi-Annual Progress Report (SAR)

The MFP Semi-Annual Progress Report is used to present the recipient's analysis and the status of the various operational areas in reaching the objectives of the Demonstration. Through the SARs, the recipient will further enumerate how they have, or intend to, meet or align with the recipient's MFP operational procedures and processes; transition benchmarks; program goals for expanding and enhancing home and community-based services (HCBS); and sustainability plans.

[User Guide and Help File](#)

[Enter SAR online](#)

When is the MFP SAR due? [+](#)



[Return home](#)

# Texas MFP Work Plan

## Instructions

This reporting tool is to be used to describe state or territory-specific initiatives. Start or amend a new MFP Work Plan below to capture these initiatives designed to increase the use and quality of home and community-based services.

### MFP Work Plan to Semi-Annual Progress Report Process

You must create, submit, and get your MFP Work Plan approved by your CMS MFP Project Officer in order to start the corresponding MFP Semi-Annual Progress Report (SAR). Once the first MFP Work Plan is approved, for each sequential reporting period you must update it, which also requires CMS approval to start the corresponding SAR. This is to ensure that your tracked target populations, transition benchmarks, initiatives, evaluation plan objectives, and funding sources are all available to report on in the SAR.

You will be able to view all MFP Work Plans from previous periods. For additional guidance on completing this form, see the associated [User Guide](#) and [Help File](#).

Submission name	Due date	Last edited	Edited by	Status
-----------------	----------	-------------	-----------	--------

Keep track of your MFP Work Plans, once you start a Work Plan you can access it here.

[Start MFP Work Plan](#)



[Return home](#)

# Texas MFP

## Instructions

This reporting tool is to help you create and submit a new MFP Work Plan below to capture information about your community-based services.

### MFP Work Plan to Semi-Annual Progress Report Process

You must create, submit, and get your MFP Work Plan approved by your CMS MFP Project Officer in order to start the corresponding MFP Semi-Annual Progress Report (SAR). Once the first MFP Work Plan is approved, for each sequential reporting period you must update it, which also requires CMS approval to start the corresponding SAR. This is to ensure that your tracked target populations, transition benchmarks, initiatives, evaluation plan objectives, and funding sources are all available to report on in the SAR.

You will be able to view all MFP Work Plans from previous periods. For additional guidance on completing this form, see the associated [User Guide](#) and [Help File](#).

Submission name	Due date	Last edited	Edited by	Status
-----------------	----------	-------------	-----------	--------

Keep track of your MFP Work Plans, once you start a Work Plan you can access it here.

[Start MFP Work Plan](#)

**Add new MFP Work Plan** [Close](#)

Start a new MFP Work Plan for the reporting period. Once you complete this MFP Work Plan and CMS approves it, you'll be able to continue updating it by selecting "Continue from previous period" or completely reset your MFP program information and start from a blank form. You will be able to view all MFP Work Plans from previous periods.

[Continue from previous period](#)
[Start new](#)



[Return home](#)

# Texas MFP Work Plan

## Instructions

This reporting tool is to be used to describe state or territory-specific initiatives. Start or amend a new MFP Work Plan below to capture these initiatives designed to increase the use and quality of home and community-based services.

### MFP Work Plan to Semi-Annual Progress Report Process

You must create, submit, and get your MFP Work Plan approved by your CMS MFP Project Officer in order to start the corresponding MFP Semi-Annual Progress Report (SAR). Once the first MFP Work Plan is approved, for each sequential reporting period you must update it, which also requires CMS approval to start the corresponding SAR. This is to ensure that your tracked target populations, transition benchmarks, initiatives, evaluation plan objectives, and funding sources are all available to report on in the SAR.

You will be able to view all MFP Work Plans from previous periods. For additional guidance on completing this form, see the associated [User Guide](#) and [Help File](#).

Submission name	Due date	Last edited	Edited by	Status	
<b>Texas MFP Work Plan 2024 - Period 1</b>	05/01/2024	03/06/2024	Bobby Hill	Not started	<a href="#">Edit</a>

[Continue MFP Work Plan for next Period](#)



**MFP Work Plan (WP)** <

General Information

Transition Benchmarks

Transition Benchmark Strategy

State or Territory Specific Initiatives ▾

Review & Submit

## General Information

The Money Follows the Person (MFP) Demonstration Work Plan is the state or territory's road map for accomplishing the rebalancing objective described in section [6071\(a\)\(1\) of the Deficit Reduction Act \(DRA\)](#) as "increasing the use of home and community-based, rather than institutional, long-term care services." The MFP Work Plan presents MFP Demonstration initiatives that support the state or territory's unique rebalancing goals and objectives. The MFP Work Plan enables states or territories and Centers for Medicare & Medicaid Services (CMS) to monitor state or territory-specific initiatives throughout the grant and make course corrections where needed. While the MFP Work Plan describes state or territory initiatives and sets performance measures, the MFP Semi-Annual Progress Report will capture progress on these initiatives and performance measures, alongside other information.

CMS may amend or add new MFP Work Plan fields during the Demonstration period. For additional guidance on completing this form, please see the [User Guide and Help File](#).

[Continue](#) →

### PRA Disclosure Statement

Under the Privacy Act of 1974 any personally identifying information obtained will be kept private to the extent of the law. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-1053. The time required to complete this information collection is estimated to average 2.5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850



MFP Work Plan (WP)

General Information

Transition Benchmarks

Transition Benchmark Strategy

State or Territory Specific Initiatives

Review & Submit

# Transition Benchmark Projections

Provide the projected number of transitions for each target population during each quarter. This number includes qualified institutional residents who enroll in MFP, and are anticipated to be discharged from an institution to a qualified residence during the reporting period in the quarter.

Considerations around target populations +

## Report projected number of transitions for each target population

**Older adults** Edit  
Select "Edit" to report data.

**Individuals with physical disabilities (PD)** Edit  
Select "Edit" to report data.

**Individuals with intellectual and developmental disabilities (I/DD)** Edit  
Select "Edit" to report data.

**Individuals with mental health and substance use disorders (MH/SUD)** Edit  
Select "Edit" to report data.

+ Add other target population

To view Transition Benchmark Totals by target population and by quarter, click "Review PDF" and it will open a summary in a new tab.

Review PDF

Previous

Continue



MFP Work Plan (WP)

- General Information
- Transition Benchmarks
- Transition Benchmark Strategy
- State or Territory Specific Initiatives
- Review & Submit

# Transition Benchmark Projections

Provide the projected number of transitions for each target population during each quarter. This number includes qualified institutional residents who enroll in MFP, and are anticipated to be discharged from an institution to a qualified residence during the reporting period in the quarter.

Considerations around target populations +

## Report projected number of transitions for each target population

- Older adults**  
Select "Edit" to report data. Edit
- Individuals with physical disabilities (PD)**  
Select "Edit" to report data. Edit
- Individuals with intellectual and developmental disabilities (I/DD)**  
Select "Edit" to report data. Edit
- Individuals with mental health and substance use disorders (MH/SUD)**  
Select "Edit" to report data. Edit

+ Add other target population

To view Transition Benchmark Totals by target population and by quarter, click "Review PDF" and it will open a summary in a new tab.

Review PDF

← Previous

Continue →

## Report transition benchmarks for Older adults ✕ Close

Provide the projected number of transitions for the target population during each quarter. This number includes institutional residents who are discharged from an institution to a qualified residence during the reporting period, enroll in MFP, and begin using Medicaid home and community-based services (HCBS).

Complete all fields and select the "Save & close" button to save this section.

### Is this target population applicable to your MFP Demonstration?

Enter 0 for quarters with no projected transitions. Enter N/A for quarters you do not expect to report.

No

Yes

2024 Q1

2024 Q2

2024 Q3

2024 Q4

2025 Q1

2025 Q2

2025 Q3

2025 Q4

2026 Q1

2026 Q2

2026 Q3

2026 Q4

Cancel

Save & close

MFP Work Plan (WP)

- General Information
- Transition Benchmarks
- Transition Benchmark Strategy
- State or Territory Specific Initiatives
- Review & Submit

# Transition Benchmark Projections

Provide the projected number of transitions for each target population during each quarter. This number includes qualified institutional residents who enroll in MFP, and are anticipated to be discharged from an institution to a qualified residence during the reporting period in the quarter.

Considerations around target populations +

## Report projected number of transitions for each target population

Older adults Edit

Individuals with physical disabilities (PD) Edit  
Select "Edit" to report data.

Individuals with intellectual and developmental disabilities (I/DD) Edit  
Select "Edit" to report data.

Individuals with mental health and substance use disorders (MH/SUD) Edit  
Select "Edit" to report data.

+ Add other target population

To view Transition Benchmark Totals by target population and by quarter, click "Review PDF" and it will open a summary in a new tab.

Review PDF

Previous

Continue





MFP Work Plan (WP)

- General Information
- Transition Benchmarks
- Transition Benchmark Strategy
- State or Territory Specific Initiatives
- Review & Submit

# Transition Benchmarks

Provide the projected number of transitions for each target population. The number includes qualified institutional residents who are discharged from an institution to a community setting.

Considerations around target populations

## Report projected number of transitions for each target population

- ✓ Older adults [Edit](#)
- ! Individuals with physical disabilities (PD) [Edit](#)  
Select "Edit" to report data.
- ! Individuals with intellectual and developmental disabilities (I/DD) [Edit](#)  
Select "Edit" to report data.
- ! Individuals with mental health and substance use disorders (MH/SUD) [Edit](#)  
Select "Edit" to report data.

[+ Add other target population](#)

To view Transition Benchmark Totals by target population and by quarter, click "Review PDF" and it will open a summary in a new tab.

[🔍 Review PDF](#)

[← Previous](#)

[Continue →](#)

**Add other target population** [✕ Close](#)

**Target population name**  
Specify an "other" target population applicable to your MFP Demonstration project. (e.g., HIV/AIDS, brain injury).

[Save](#) [Cancel](#)



MFP Work Plan (WP)

- General Information
- Transition Benchmarks
- Transition Benchmark Strategy
- State or Territory Specific Initiatives
- Review & Submit

# Transition Benchmark Projections

Provide the projected number of transitions for each target population during each quarter. This number includes qualified institutional residents who enroll in MFP, and are anticipated to be discharged from an institution to a qualified residence during the reporting period in the quarter.

## Considerations around target populations

An approach for defining target populations should be outlined in your Operational Protocol. Those definitions should be used to report the transition benchmarks. You may need to track some populations outside of these categories to see utilization to address questions from stakeholders and those circumstances should be discussed with your CMS MFP Project Officer.

In the next section, you will be asked to describe your state or territory-specific initiatives, which may inform which target populations you include here when you think about who is being served by your different planned initiatives.

Additional information on strategies to achieve transition targets will be included in the state or territory-specific initiative on transitions and transition coordination services in the next section.

## Report projected number of transitions for each target population

- ✓ Older adults Edit
- ! Individuals with physical disabilities (PD) Edit  
Select "Edit" to report data.
- ! Individuals with intellectual and developmental disabilities (I/DD) Edit  
Select "Edit" to report data.
- ! Individuals with mental health and substance use disorders (MH/SUD) Edit  
Select "Edit" to report data.
- ! Other: HIV/AIDS Edit name Edit ✕  
Select "Edit" to report data.

[+ Add other target population](#)

To view Transition Benchmark Totals by target population and by quarter, click "Review PDF" and it will open a summary in a new tab.

[Review PDF](#)

[← Previous](#)

[Continue →](#)



MFP Work Plan (WP)

- General Information
- Transition Benchmarks
- Transition Benchmark Strategy
- State or Territory Specific Initiatives
- Review & Submit

# Transition Benchmark Projections

Provide the projected number of transitions for each target population during each quarter. This number includes qualified institutional residents who enroll in MFP, and are anticipated to be discharged from an institution to a qualified residence during the reporting period in the quarter.

## Considerations around target populations

An approach for defining target populations should be outlined in your Operational Protocol. Those definitions should be used to report the transition benchmarks. You may need to track some populations outside of these categories to see utilization to address questions from stakeholders and those circumstances should be discussed with your CMS MFP Project Officer.

In the next section, you will be asked to describe your state or territory-specific initiatives, which may inform which target populations you include here when you think about who is being served by your different planned initiatives.

Additional information on strategies to achieve transition targets will be included in the state or territory-specific initiative on transitions and transition coordination services in the next section.

## Report projected number of transitions for each target population

	<b>Older adults</b>	<a href="#">Edit</a>
	<b>Individuals with physical disabilities (PD)</b> <small>Select "Edit" to report data.</small>	<a href="#">Edit</a>
	<b>Individuals with intellectual and developmental disabilities (I/DD)</b> <small>Select "Edit" to report data.</small>	<a href="#">Edit</a>
	<b>Individuals with mental health and substance use disorders (MH/SUD)</b> <small>Select "Edit" to report data.</small>	<a href="#">Edit</a>
	<b>Other: HIV/AIDS</b> <small>Select "Edit" to report data.</small>	<a href="#">Edit name</a> <a href="#">Edit</a>

[+ Add other target population](#)

To view Transition Benchmark Totals by target population and by quarter, click "Review PDF" and it will open a summary in a new tab.

[Review PDF](#)

[← Previous](#)

[Continue →](#)

## Report transition benchmarks for Other: HIV/AIDS

[Close](#)

Provide the projected number of transitions for the target population during each quarter. This number includes institutional residents who are discharged from an institution to a qualified residence during the reporting period, enroll in MFP, and begin using Medicaid home and community-based services (HCBS).

Complete all fields and select the "Save & close" button to save this section.

### Is this target population applicable to your MFP Demonstration?

Enter 0 for quarters with no projected transitions. Enter N/A for quarters you do not expect to report.

No

Yes

2024 Q1

2024 Q2

2024 Q3

2024 Q4

2025 Q1

2025 Q2

2025 Q3

2025 Q4

2026 Q1

2026 Q2

2026 Q3

2026 Q4

[Cancel](#)

[Save & close](#)

MFP Work Plan (WP)

General Information

Transition Benchmarks

Transition Benchmark Strategy

State or Territory Specific Initiatives

Review & Submit

## Transition Benchmark Strategy

Explain how you formulated your projected numbers, which should include descriptions of the data sources used, the time period for the analysis, and the methods used to project the number of transitions.

Please provide additional detail on strategies or approaches the state or territory will use to achieve transition targets here and through a required state or territory specific initiative.

[← Previous](#)

[Continue →](#)



MFP Work Plan (WP)

- General Information
- Transition Benchmarks
- Transition Benchmark Strategy
- State or Territory Specific Initiatives
- State or Territory Specific Initiatives Instructions
- State or Territory Specific Initiatives
- Review & Submit

# State or Territory Specific Initiatives Instructions

State or territory-specific initiatives are a distinct set of activities designed to increase the use of home and community-based services (HCBS) rather than institutional long-term services and supports. These initiatives can be funded using one or more of these funding sources:

- MFP cooperative agreement funds for:
  - Qualified HCBS and demonstration services
  - Supplemental services
  - Administrative activities
  - Capacity building initiatives
- State or territory equivalent funds attributable to the MFP-enhanced match

Recipients must identify and describe the required initiatives below and have the option to identify additional initiatives on other topics.

Required* Initiatives	Optional Initiatives
<ul style="list-style-type: none"> <li>Transitions and transition coordination services</li> <li>Housing-related supports</li> <li>Quality measurement and improvement</li> <li>Self-direction (if applicable)</li> <li>Tribal initiative (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Recruitment and enrollment</li> <li>Person-centered planning and services</li> <li>No Wrong Door systems</li> <li>Community transition support</li> <li>Direct service workforce and caregivers</li> <li>Employment support</li> <li>Convenient and accessible transportation options</li> <li>Data-based decision-making</li> <li>Financing approaches</li> <li>Stakeholder engagement</li> <li>Equity and social determinants of health (SDOH)</li> <li>Other</li> </ul>

\*Required by Program Terms and Conditions

For each initiative, recipients will be asked to provide:

- Initiative description, including target populations and timeframe
- An evaluation plan, including measurable objectives
- Funding sources, with projected quarterly expenditures
- Initiative close-out information, to be completed as appropriate during MFP Work Plan revisions

The MFP Work Plan should establish one or more demonstrable objectives for each initiative, set associated performance measures or indicators to monitor progress, and clearly articulate the actions necessary to achieve the objectives. Progress towards meeting these objectives indicates a state's or territory's increased capacity to provide HCBS, rather than institutional, long-term care services.

The recipient must identify the MFP funding source(s) for each initiative and provide quarterly projected spending by funding source. Funding sources for initiatives include state or territory funds equivalent to the MFP-enhanced Federal Medical Assistance Percentage (FMAP); MFP capacity building funding; MFP funding for qualified HCBS, demonstration services, and supplemental services; or MFP administrative cooperative agreement funding.

If a recipient updates the MFP Work Plan to indicate that an initiative will no longer be sustained with MFP funding or state or territory-equivalent funding, the recipient must explain whether the initiative will be terminated or sustained through another funding source.

Answer the following questions regarding required initiative topics. This is necessary in order to track completion of required data.

**Are self-directed initiatives applicable to your state or territory?**

- Yes
- No

**Are Tribal Initiatives applicable to your state or territory?**

- Yes
- No

← Previous

Continue →



MFP Work Plan (WP)

- General Information
- Transition Benchmarks
- Transition Benchmark Strategy
- State or Territory Specific Initiatives
- State or Territory Specific Initiatives Instructions
- State or Territory Specific Initiatives
- Review & Submit

# State or Territory-Specific Initiatives

See [previous page](#) for detailed instructions.

### This alert will disappear once you add initiatives that meet the topic requirements

Initiatives must meet the following requirements at least once across all the initiatives:

- Transitions and transition coordination services
- Housing-related supports
- Quality measurement and improvement
- Self-direction (if applicable)
- Tribal (if applicable)

To correct this, ensure you answer the 2 questions at the bottom of "State or Territory-Specific Initiatives Instructions" (the previous page), and add at least one initiative for each of these topics on this screen, below. This alert will disappear once they're met. This alert will reappear if you closed out the only initiative of a required topic.

Initiative total count: 0

+ Add initiative

← Previous

Continue →



MFP Work Plan (WP)

- General Information
- Transition Benchmarks
- Transition Benchmark Strategy
- State or Territory Specific Initiatives
- State or Territory Specific Initiatives Instructions
- State or Territory Specific Initiatives
- Review & Submit

State or Territory

See [previous page](#) for detailed instructions

This alert will disappear requirements

Initiatives must meet the following requirements:

- Transitions and transition coordination services
- Housing-related supports
- Quality measurement and improvement
- Self-direction (if applicable)
- Tribal (if applicable)

To correct this, ensure you select at least one of these topics on the State or Territory Specific Initiatives Instructions. This alert will reappear if you do not.

Initiative total count: 0

+ Add initiative

← Previous

Add initiative Close

Provide the name of one initiative. You will be then be asked to complete details for this initiative including a description, evaluation plan and funding sources.

Initiative name

Text input field for initiative name

MFP Work Plan topic:

Note: Initiative topics with \* are required and must be selected at least once across all initiatives.

- Transitions and transition coordination services \*
- Housing-related supports \*
- Quality measurement and improvement \*
- Self-direction (\*if applicable)
- Tribal Initiative (\*if applicable)
- Recruitment and enrollment
- Person-centered planning and services
- No Wrong Door systems
- Community transition support
- Direct service workforce and caregivers
- Employment support
- Convenient and accessible transportation options
- Data-based decision-making
- Financing approaches
- Stakeholder engagement
- Equity and social determinants of health (SDOH)
- Other, specify

Text input field for 'Other, specify' topic

Save

Cancel



MFP Work Plan (WP)

General Information

Transition Benchmarks

Transition Benchmark Strategy

State or Territory Specific Initiatives

State or Territory Specific Initiatives Instructions

State or Territory Specific Initiatives

Review & Submit

## State or Territory-Specific Initiatives

See [previous page](#) for detailed instructions.

**This alert will disappear once you add initiatives that meet the topic requirements**

Initiatives must meet the following requirements at least once across all the initiatives:

- Transitions and transition coordination services
- Housing-related supports
- Quality measurement and improvement
- Self-direction (If applicable)
- Tribal (if applicable)

To correct this, ensure you answer the 2 questions at the bottom of "State or Territory-Specific Initiatives Instructions" (the previous page), and add at least one initiative for each of these topics on this screen, below. This alert will disappear once they're met. This alert will reappear if you closed out the only initiative of a required topic.

Initiative total count: 1

Initiative name  
MFP Work Plan topic

**Initiative Name**  
Transitions and transition coordination services [Edit name/topic](#) [Edit](#) [✕](#)

Select "Edit" to complete the details.

[+ Add initiative](#)

[← Previous](#)

[Continue →](#)





[Return to all initiatives](#)

### State or Territory-Specific Initiatives

# Initiative Name

Complete each of the first 3 steps for this initiative. Step IV is to be completed when this initiative will no longer be sustained with MFP funding and/or state or territory equivalent funding, and will become available once your initiative information is complete and approved by your CMS MFP Project Officer.



#### I. Define initiative

Provide initiative description, including target populations and timeframe

Select "Edit" to complete initiative definition.

[Edit](#)



#### II. Evaluation plan

Add evaluation plan, including measurable objectives

Select "Edit" to complete initiative evaluation plan.

[Edit](#)



#### III. Funding sources

Add funding sources with projected quarterly expenditures

Select "Edit" to complete initiative funding information.

[Edit](#)

#### IV. Initiative close-out information (if applicable)

To be completed as appropriate during MFP Work Plan revisions

[Edit](#)

[Return to all initiatives](#)



[Return to dashboard for this initiative](#)

State or Territory-Specific Initiatives: I. Define initiative

# Initiative Name

Provide initiative description, including target populations and timeframe.

**Describe the initiative, including key activities:**

**Target population(s):**

Select all that apply. "Other" population(s) selected and defined in the [Transition Benchmarks](#) section automatically upload. Select "HCBS infrastructure/system-level development" for initiatives that strengthen or expand home and community-based services (HCBS).

- Older adults
- Individuals with physical disabilities (PD)
- Individuals with intellectual and developmental disabilities (I/DD)
- Individuals with mental health and substance use disorders (MH/SUD)
- HCBS infrastructure/system-level development

**Start date**

Enter projected start month/year for future initiatives or enter past start month/year for initiatives in process.

MM/DD/YYYY

**Does the initiative have a projected end date?**

Select 'No' if the initiative will be ongoing without a set end point.

- Yes
- No

Save & return



[Return to dashboard for this initiative](#)

State or Territory-Specific Initiatives: II. Evaluation Plan

# Initiative Name

To complete your evaluation plan, create measurable objectives. Select "Add objective" button for each objective you need to add to the system.

Instructions

The evaluation plan captures expected results for each state or territory-specific initiative. Recipients should identify one or more objectives per initiative and set associated performance measures or indicators to monitor progress toward each objective and evaluate success. In addition, recipients must articulate how they will achieve targets and meet milestones. For more information on developing objectives and identifying appropriate performance measures, see ["Using Data to Improve Money Follows the Person Program Performance."](#)

**Identify one or more objectives.** Objectives should be framed as SMART goals and have associated time-bound measures of success, including targets or milestones. As a reminder, SMART stands for:

- **Specific:** Specifies the activities, actors, and beneficiaries
- **Measurable:** Defines how a change will be measured
- **Achievable:** Confirms the feasibility of implementing the intervention as planned
- **Realistic/relevant:** Ensures the intervention relates to the goal
- **Time-bound:** Specifies when the results are expected

[+ Add objective](#)

Objective total count: 0

[Save & return](#)



Return to dashboard for this initiative

State or Territory-Specific Initiatives: II. Evaluation Plan Initiative Name

To complete your evaluation plan, create measurable objectives. Select each objective you need to add to the system.

Instructions

The evaluation plan captures expected results for each state or territory. Recipients should identify one or more objectives per initiative and set performance measures or indicators to monitor progress toward each success. In addition, recipients must articulate how they will achieve targets or milestones. For more information on developing objectives and identifying performance measures, see "Using Data to Improve Money Follows the Performance."

Identify one or more objectives. Objectives should be framed as SMART associated time-bound measures of success, including targets or milestones. SMART stands for:

- Specific: Specifies the activities, actors, and beneficiaries
Measurable: Defines how a change will be measured
Achievable: Confirms the feasibility of implementing the intervention
Realistic/relevant: Ensures the intervention relates to the goal
Time-bound: Specifies when the results are expected

+ Add objective

Objective total count: 2

Objective card showing performance measure description, targets, and quantitative targets (No).

Objective card showing performance measure description, targets, and a table of quantitative targets (Yes).

+ Add objective

Add objective for Initiative Name

Objectives should be framed as SMART goals and have associated time-bound measures of success, including targets or milestones.

Objective text input field

Describe the performance measures or indicators your state or territory will use to monitor progress toward achieving this objective, including details on the calculation of measures if relevant. Describe any key deliverables.

Performance measures text input field

Provide targets for the performance measures or indicators listed above. Include milestones and expected time frames for key deliverables.

If a performance measure includes quantitative targets, complete the quarterly fields below.

Targets text input field

Does the performance measure include quantitative targets? Note: If 'Yes', fields use calendar year quarters. Enter N/A for quarters you do not expect to report.

Radio buttons for No and Yes (Yes is selected)

2024 Q3 input field

2024 Q4 input field

2025 Q1 input field

2025 Q2 input field

2025 Q3 input field

2025 Q4 input field

2026 Q1 input field

2026 Q2 input field

2026 Q3 input field

2026 Q4 input field

2027 Q1 input field

2027 Q2 input field

Provide additional detail on strategies/approaches to the state or territory will use to achieve targets and/or milestones (building on the initiative description). List the responsible state or territory agency parties and any key external partners for achieving this objective.

Strategies text input field

Save and Cancel buttons

[Return to dashboard for this initiative](#)

### State or Territory-Specific Initiatives: II. Evaluation Plan

## Initiative Name

To complete your evaluation plan, create measurable objectives. Select "Add objective" button for each objective you need to add to the system.

#### Instructions

The evaluation plan captures expected results for each state or territory-specific initiative. Recipients should identify one or more objectives per initiative and set associated performance measures or indicators to monitor progress toward each objective and evaluate success. In addition, recipients must articulate how they will achieve targets and meet milestones. For more information on developing objectives and identifying appropriate performance measures, see ["Using Data to Improve Money Follows the Person Program Performance."](#)

**Identify one or more objectives.** Objectives should be framed as SMART goals and have associated time-bound measures of success, including targets or milestones. As a reminder, SMART stands for:

- **Specific:** Specifies the activities, actors, and beneficiaries
- **Measurable:** Defines how a change will be measured
- **Achievable:** Confirms the feasibility of implementing the intervention as planned
- **Realistic/relevant:** Ensures the intervention relates to the goal
- **Time-bound:** Specifies when the results are expected

[+ Add objective](#)

Objective total count: 2

**{Objective}** ✕

**Performance measure description or indicators your state will use to monitor progress towards achievement**  
This would be your qualitative response to this question.

**Performance measure targets**  
This would be your qualitative response to this question.

**Does the performance measure include quantitative targets?**  
No

**Additional detail on strategies/approaches the state or territory will use to achieve targets and/ or meet milestones**  
This would be your qualitative response to this question.

[Edit objective](#)

**{Objective}** ✕

**Performance measure description or indicators your state will use to monitor progress towards achievement**  
This would be your qualitative response to this question.

**Performance measure targets**  
This would be your qualitative response to this question.

**Does the performance measure include quantitative targets?**  
Yes

**Quantitative Targets**

2024 Q3: 6	2025 Q3: 6	2026 Q3: 6
2024 Q4: 6	2025 Q4: 6	2026 Q4: 6
2025 Q1: 6	2026 Q1: 6	2027 Q1: 6
2025 Q2: 6	2026 Q2: 6	2027 Q2: 6

**Additional detail on strategies/approaches the state or territory will use to achieve targets and/ or meet milestones**  
This would be your qualitative response to this question.

[Edit objective](#)

[+ Add objective](#)

[Save & return](#)



[← Return to dashboard for this initiative](#)

State or Territory-Specific Initiatives: III. Funding sources

# Initiative Name

Add funding sources with projected quarterly expenditures.

Provide projected quarterly expenditures, by funding source, for this initiative. Actual quarterly expenditures will be reported in the recipient's MFP Semi-Annual Progress Report (SAR).

[+ Add funding source](#)

Funding Sources: 0

[Save & return](#)



Return to dashboard for this initiative

State or Territory-Specific Initiatives: III. Funding sources

# Initiative Name

Add funding sources with projected quarterly expenditures.

Provide projected quarterly expenditures, by funding source, for this initiative. Actual quarterly expenditures will be reported in the recipient's MFP Semi-Annual Progress Report (SAR).

+ Add funding source

Funding Sources: 0

## Add funding source and projected expenditures for Initiative Name Close

Provide projected quarterly expenditures, by funding source, for this initiative. Actual quarterly expenditures will be reported in the recipient's MFP Semi-Annual Progress Report (SAR).

### Funding source:

Enter a dollar amount. Enter 0 for quarters with no projected expenditures. Enter N/A for quarters you do not expect to report.

- MFP cooperative agreement funds for qualified HCBS and demonstration services
- MFP cooperative agreement funds for supplemental services
- MFP cooperative agreement funds for administrative activities
- MFP cooperative agreement funds for capacity-building initiatives
- State or territory equivalent funds attributable to the MFP-enhanced match
- Other, specify

2024 Q3

2024 Q4

2025 Q1

2025 Q2

2025 Q3

2025 Q4

2026 Q1

2026 Q2

2026 Q3

2026 Q4

2027 Q1

2027 Q2

Save Cancel



[Return to dashboard for this initiative](#)

State or Territory-Specific Initiatives: III. Funding sources

# Initiative Name

Add funding sources with projected quarterly expenditures.

Provide projected quarterly expenditures, by funding source, for this initiative. Actual quarterly expenditures will be reported in the recipient's MFP Semi-Annual Progress Report (SAR).

+ Add funding source

Funding Sources: 1

✓ MFP cooperative agreement funds for qualified HCBS and demonstration services ✕

Projected quarterly expenditures

2024 Q3: \$25000.00	2025 Q3: \$25000.00	2026 Q3: \$25000.00
2024 Q4: \$25000.00	2025 Q4: \$25000.00	2026 Q4: \$25000.00
2025 Q1: \$25000.00	2026 Q1: \$25000.00	2027 Q1: \$25000.00
2025 Q2: \$25000.00	2026 Q2: \$25000.00	2027 Q2: \$25000.00

Edit funding source

Save & return





[Return to dashboard for this initiative](#)

State or Territory-Specific Initiatives: IV. Initiative close-out information

# Initiative Name

Complete the section below for initiatives with an end date during the upcoming semi-annual reporting period.

**Projected end date**

Auto-populates from "I. Define initiative".

MM/DD/YYYY

**Actual end date**

MM/DD/YYYY

**For initiatives that will no longer be sustained with MFP funding or state or territory-equivalent funding, indicate the status below:**

Select all that apply.

- Completed initiative
- Discontinued initiative
- Sustaining initiative through a Medicaid authority

**Warning**

Once you select "Close out initiative", this initiative will be closed out and will no longer be editable. You will be able to continue to view this response. If you are not ready to close out an initiative, select "Save & return" and you'll be able to save your draft data. You will not be able to close out an initiative until you complete the fields above.

This action cannot be undone.

Close out initiative ✕

Save & return



**MFP Work Plan (WP)**

- General Information
- Transition Benchmarks
- Transition Benchmark Strategy
- State or Territory Specific Initiatives
- State or Territory Specific Initiatives Instructions
- State or Territory Specific Initiatives
- [Review & Submit](#)

## Review & Submit

### Ready to Submit?

Double check that everything in your MFP Work Plan submission is accurate. You will only be able to make edits after submitting if you contact your CMS MFP Project Officer to unlock your report while it is still in "Submitted" status.

### Compliance review

Your Project Officer will review your report and may contact you and unlock your report for editing if there are corrections to be made. If there are no corrections to be made, your Project Officer will approve the report by {x time before it's due}, its status will change to "Approved" and it will no longer be editable because its information will be used in the MFP Semi-Annual Progress Report (SAR) for the same reporting period.

Section	Status	
<b>General Information</b>	Complete	Edit
<b>Transition Benchmarks</b>	Complete	Edit
<b>Transition Benchmark Strategy</b>	Complete	Edit
<b>State or Territory Specific Initiatives</b>		
State or Territory Specific Initiatives Instructions	Complete	Edit
State or Territory Specific Initiatives	Complete	Edit

[Review PDF](#)

[Submit MFP Work Plan](#)



MFP Work Plan (WP)

General Information

Transition Benchmarks

Transition Benchmark Strategy

State or Territory Specific Initiatives

State or Territory Specific Initiatives Instructions

State or Territory Specific Initiatives

Review & Submit

# Review & Submit

## Ready to Submit?

Double check that everything in your MFP Work Plan is correct. You won't be able to make edits after submitting unless you contact your CMS MFP Project Officer to unlock your report while it is still in "Submitted" status.

## Compliance review

Your Project Officer will review your report and may contact you and unlock your report for editing if there are corrections to be made. If there are no corrections to be made, your Project Officer will approve the report by {x time before it's due}, its status will change to "Approved" and it will no longer be editable because its information will be used in the MFP Semi-Annual Progress Report (SAR) for the same reporting period.

Section	Status	
General Information	Complete	<a href="#">Edit</a>
Transition Benchmarks	Complete	<a href="#">Edit</a>
Transition Benchmark Strategy	Complete	<a href="#">Edit</a>
<b>State or Territory Specific Initiatives</b>		
State or Territory Specific Initiatives Instructions	Complete	<a href="#">Edit</a>
State or Territory Specific Initiatives	Complete	<a href="#">Edit</a>

[Review PDF](#)

[Submit MFP Work Plan](#)

**Are you sure you want to submit MFP Work Plan?** [Close](#)

You won't be able to make edits after submitting unless you contact your CMS MFP Project Officer to unlock your submission.

[Submit MFP Work Plan](#) [Cancel](#)



MFP Work Plan (WP) <

General Information

Transition Benchmarks

Transition Benchmark Strategy

State or Territory Specific Initiatives ^

State or Territory Specific Initiatives Instructions

State or Territory Specific Initiatives

Review & Submit

# ✓ Successfully Submitted

## Thank you

MFP Work Plan submission for **Texas MFP Work Plan 2024 - Period 2** was submitted on Wednesday, March 6, 2024 by Bobby Hill.

## What happens now?

Your dashboard will indicate the status of this MFP Work Plan as “Submitted” and it is now locked from editing.

**Email your CMS MFP Project Officer to inform them you submitted the MFP Work Plan and it is ready for their review.**

- If CMS has questions or requested corrections: Your Project Officer will contact you.
- If CMS determines corrections are *not* needed: Your Project Officer will approve the MFP Work Plan and the status will change to “Approved” {x time before it’s due}:
  - This MFP Work Plan will be permanently locked from editing.
  - You can now start the MFP Semi-Annual Progress Report for the same reporting period.

[Download PDF](#)



[Return home](#)

# Texas MFP Work Plan

## Instructions

This reporting tool is to be used to describe state or territory-specific initiatives. Start or amend a new MFP Work Plan below to capture these initiatives designed to increase the use and quality of home and community-based services.

### MFP Work Plan to Semi-Annual Progress Report Process

You must create, submit, and get your MFP Work Plan approved by your CMS MFP Project Officer in order to start the corresponding MFP Semi-Annual Progress Report (SAR). Once the first MFP Work Plan is approved, for each sequential reporting period you must update it, which also requires CMS approval to start the corresponding SAR. This is to ensure that your tracked target populations, transition benchmarks, initiatives, evaluation plan objectives, and funding sources are all available to report on in the SAR.

You will be able to view all MFP Work Plans from previous periods. For additional guidance on completing this form, see the associated [User Guide](#) and [Help File](#).

Submission name	Due date	Last edited	Edited by	Status	
Texas MFP Work Plan 2024 - Period 2	11/01/2024	03/06/2024	Bobby Hill	Submitted	<a href="#">View</a>
Texas MFP Work Plan 2024 - Period 1	05/01/2024	03/06/2024	Bobby Hill	Approved	<a href="#">View</a>

[Continue MFP Work Plan for next Period](#)

