

## **Program Manual - Purpose and Layout**

This Program Manual was created to provide information about the policies and procedures of the Nursing Home Transition and Diversion (NHTD) Medicaid Waiver program. This manual is written for Service Coordinators and other waiver service providers, Regional Resource Development Centers (RRDC), Regional Resource Development Specialists (RRDS), Nurse Evaluators (NE), and Quality Management Specialists (QMS). It can also be shared with applicants and waiver participants upon request.

Sections one (I) through ten (X) of this Program Manual outline the policies and procedures of the NHTD waiver. Section eleven (XI) contains Appendices A through G, which are the forms used in the various areas/components of the waiver program. Section twelve (XII) is the Glossary of Terms relevant to the waiver program. Section thirteen (XIII) contains the maps outlining the regions for the Regional Resource Development Centers (RRDC) and the Quality Management Specialists (QMS).

**Special Note:** Whenever the term 'applicant' or 'participant' is used in this Program Manual, it also includes reference, if applicable to the presence of a court appointed Legal Guardian or Committee, or other legal entity designated to act on behalf of the applicant/participant, unless specifically stated otherwise.

## **Section I**

# **INTRODUCTION AND PHILOSOPHY OF THE NHTD WAIVER**

## **Introduction to the Home and Community-Based Services Nursing Home Transition and Diversion (NHTD) Medicaid Waiver**

The Nursing Home Transition and Diversion (NHTD) Medicaid Waiver is a Home and Community Based Services (HCBS) program, administered by the New York State Department of Health (DOH) through contractual agreements with Regional Resource Development Centers (RRDC) and Quality Management Specialists (QMS). The RRDC employs the Regional Resource Development Specialist (RRDS) and Nurse Evaluator (NE), who serve specific counties throughout the State (refer to Section XIII).

The NHTD waiver uses Medicaid funding to provide supports and services to assist individuals with disabilities and seniors toward successful inclusion in the community. Waiver participants may come from a nursing facility or other institution (transition), or choose to participate in the waiver to prevent institutionalization (diversion).

Waiver services may be considered when informal supports, local, State and federally funded services and Medicaid State Plan services are not sufficient to assure the health and welfare of the individual in the community, or when waiver services are a more efficient use of Medicaid funds.

### **Philosophy of the NHTD Waiver**

The NHTD Medicaid waiver was developed based on the philosophy that individuals with disabilities and/or seniors have the same rights as others. This includes the right to be in control of their lives, encounter and manage risks and learn from their experiences. This is balanced with the waiver program's responsibility to assure the waiver participants' health and welfare.

Waiver services are provided based on the participant's unique strengths, needs, choices and goals. The individual is the primary decision-maker and works in cooperation with providers to develop a Service Plan. This process leads to personal empowerment, increased independence, greater community inclusion, self-reliance and meaningful productive activities. Waiver participant satisfaction is a significant measure of success of the NHTD waiver.