



**Department
of Health**

**Children's Waiver
Environmental Modification (EMod),
Vehicle Modification (VMod), and
Adaptive and Assistive Technology (AAT)
Transition to Financial Management Service (FMS)**

March 7, 2024

Purpose

- New York State Department of Health (NYSDOH) and Children's Health Homes of Upstate New York, LLC (CHHUNY) as the FMS to share updates, transition process, and guidance regarding EMod/VMod/AAT transition from Local Departments of Social Services (LDSS) to Financial Management Services (FMS).
- Provide an opportunity for LDSS to discuss concerns with the implementation process and ask questions regarding the transition policies and procedures.

Agenda

- ✓ Overview
- ✓ Project Criteria for Transition or Retention
- ✓ CHHUNY's Role as FMS and Process
- ✓ Q&A

Overview of Transition

Overview of Transition

On March 1, 2024, NYSDOH received the approval of the Children's Waiver Amendment to implement Financial Management Service (FMS) over EMod/VMod/AAT projects by the Centers of Medicare and Medicaid (CMS).

- The Financial Management Service (FMS) is an entity which will review and provide oversight of EMod/VMod/AAT project funding requests for all Children/Youth enrolled within the Children's Waiver (inclusive of Fee-for-Services (FFS) and Medicaid Managed Care Plan (MMCP/Plan) members).
- Children's Health Homes of Upstate New York, LLC (CHHUNY) will serve as the FMS for the entire state.
- This transition to the FMS will be broken up into two phases
 - March 1, 2024; focus transition of the FFS members and working with the LDSS
 - July 1, 2024; focus transition of the MMCP members and working with the Plans
- LDSS and Plans will continue to be involved and manage a number of cases until closure
 - DOH will work with each LDSS and Plan to identify cases/projects transitioning to the FMS

Transition Process

- Effective March 1, 2024, all new EMod/VMod/AAT requests for FFS children/youth will transition to an FMS.
 - All new intent notices will be directed to the FMS
 - All previous submitted intent notices that have not yet progressed, will be forwarded to the FMS and the HHCM/C-YES will need to resubmit the intent through the FMS portal
 - All new EMod/VMod/AAT requests must be sent the FMS rather than to the LDSS
 - Should the LDSS receive a new application on or after March 1, 2024; for a project that was not previously known, the HHCM/C-YES should be re-directed to the FMS
 - Please feel free to also contact DOH with any questions

NYSDOH will be providing technical support/assistance to CHHUNY throughout the transition

Go to www.childrenshealthhome.com and navigate to FMS Waiver section and click submit project request

Determining Project Ownership

NYSDOH provided an Excel sheet to the County LDSS Single Points of Contacts (SPOCs) for status of Children's Waiver EMod/VMod/AAT requests. NYSDOH will return the completed Excel sheet to the County LDSS SPOCs to indicate if each project is retained for completion or transitioned to the FMS.

- Child/youth name
- Child/youth CIN
- Project Number
- Project Type (EMod/VMod/AAT)
- Project Status (Intent, Pre-project, etc.)

NYSDOH will inform HH/C-YES care managers which cases will be transitioned to the FMS and what date the transition occurs through posted information on the DOH website. Additionally, the care manager will receive a letter from the FMS for all transitioning projects.

For counties with no open projects or requests, they should confirm within the Excel sheet that there are no open projects. Upon confirmation of no open projects or requests, the county will receive a letter from DOH releasing them from review of Children's Waiver EMod/VMod/AAT projects and requests.

Determining In-Progress Projects

If the Excel sheet with project information has not already been provided to DOH, it must be sent as soon as possible.

Meetings are currently being scheduled between DOH, FMS, and LDSS

- If there are open projects a meeting will be scheduled
- If DOH has evidence a project is not fully completed, a meeting will be scheduled
- If there are no open projects, there will not be a meeting scheduled
 - *If no meeting is scheduled with your county and you think there should be one – please reach out to DOH*

DOH will communicate with the LDSS post meeting to explain which projects will be sent to the FMS and which will stay with LDSS to completion.

- The transition of projects will occur in phases and additional projects may transition to the FMS over time.

For all projects transitioning to the FMS, the FMS will send a letter to Waiver participants/families and CMs regarding the transition of project from LDSS to FMS and information to contact the FMS.

****It is important that the LDSS share all the information about the project and status for a smooth transition***

Determining In-Progress Projects

The FMS and DOH will be meeting with LDSS' to discuss projects with an in-progress status

- A determination will be made regarding which projects will transition to the FMS or stay with the LDSS
 - DOH will give written confirmation to the LDSS of cases transitioning or remaining with the County
- A letter will be sent from CHHUNY to Waiver participants/families, and CMs regarding the transition of any projects from LDSS to FMS

Below is a visual reference of the Excel sheet on the 1115 Waiver/Homepage website under the EMod/VMod/AAT section

- CMs and LDSS can reference the [LDSS Transition and Retention Project Tracker](#) on the 1115 Waiver/Homepage within the EMod/VMod/AAT section of the DOH website under FMS Guidance, Policies, and Forms
- CMs must know the project number to find the project transfer status within the Excel sheet

	A	B	C	D	E	F
	County	Project Number	Type of Project	Project Description	Project Status	County Retention or FMS Transition
1						
2						
3						
4						
5						
6						

EMod/VMod/AAT Project Ownership

Project Transfer

If a project is moved from LDSS to the FMS, the FMS will be responsible for processing.

Note: NYSDOH retains the right to make final decisions on which projects are or are not transferred to the FMS.

Most projects previously initiated and funded under the purview of LDSS will remain with those entities to completion or closure.

If a project is retained by a county to completion, the current process as is outlined in the [21ADM-01](#) remains in place until the project is provided and officially closed (i.e., Final Cost Form is accepted, and project closure letter is received from NYSDOH).

NYSDOH will continue to work with the LDSS and ensure funding for projects remaining with the LDSS as it will likely take the better part of a year for the LDSS to complete and close out projects that are being kept.

Conditions for County Project Completion

The following are the conditions a county is done with the Children's Waiver Mod/VMod/AAT process:

- All retained projects have been completed and closed with Final Cost Acceptance, **AND**
- Any projects withdrawn or closed prior to completion have been officially closed and any funding provided is recouped by NYSDOH, minus any funding spent by the provider in materials and labor prior to withdrawal, **AND**
- All invoices paid in full to evaluators and providers, **AND**
- All RF-17 information has been provided to NYSDOH fiscal for claiming of Federal 50% share

New and Updated DOH Forms

As part of the FMS implementation, a set of new forms were developed (left) and a set of existing forms (right) were updated as detailed below.

New Forms:

- Parent Agreement
- Pre-Project Evaluation Permission Form
- Provider-Vendor Acknowledgement Agreement
- Evaluator Sheets
- Provider Sheets

Updated Forms (to reflect the implementation of the FMS process):

- Payment Agreement
- Final Cost Form
- Pre-project Evaluation Payment Request Form
- Description and Cost Projection Form
- Parent Information Sheets

Parent Involvement

To provide better support to families, who are the experts in their child/youth's needs, the FMS with DOH is implementing processes to include more opportunities for self-direction.

Self-direction for the families is included within the project planning and design stages.

- FMS will, whenever possible, honor preferences of design and vendor selection to better support the needs of the member and family.

Examples:

- The FMS will meet with the family, evaluator, and care manager for each project. This provides the family time to ask questions and limit frustrations that may arise if their role and responsibilities in the process are not understood.
- Parents will have opportunities to voice their input during the planning of the modification process while working with the FMS.
 - E.g., A local vendor may be easier to work with than one with larger regional area, or a vendor may already be working on another project for the family.

Care Managers Role

To provide better support to families, care managers must be involved in ensure the participant and family's understanding of what is or is not allowed in the Children's Waiver.

Care Managers must see the home or vehicle to initiate modifications

Care Managers must have documented communication with the evaluator to ensure understanding of the need. Care Managers can best accomplish this by being present in the home with the evaluator for the pre-project and post evaluations or being present for safe passenger/safe driver evaluation or clinical justification and post evaluations

Once a pre-project evaluation report is available for review, the FMS will schedule a meeting with caregiver(s), member, and HHCM/C-YES to discuss the pre-project evaluation design, any need for revisions, and the overall process

In the FMS meeting, HHCMs must review the parent information sheet(s) to ensure the caregiver's understanding of what is allowable within the Children's Waiver as well as the EModVModAAT process. Caregivers/Waiver Participant will sign a copy of the Parent Agreement

Care Managers must have documented communication with the involved professionals who are providing the medical script and clinical justification (when required) for the EMod/VMod/AAT

CHHUNY Process

CHHUNY FMS Role

- CHHUNY will act as the FMS provider for the Children's Waiver for all of NYS in an effort to improve efficiencies, standardization, and timeliness of EMOD/VMOD/AAT requests.
- CHHUNY will have a web page dedicated to FMS Waiver on our website (www.childrenshealthhome.com) for parents/caregivers, HHCMs/C-YES, and Vendors/Contractors to obtain relevant information, policies, trainings, and forms needed to complete a request for modification services.
- CHHUNY will utilize a HIPAA compliant, secure online platform for HHCMs/C-YES to use to submit requests, attach project documentation, and track the status of each project request until completion.
- CHHUNY will work with DOH on LDSS transitioning projects as those projects will utilize a different workflow depending on which phase the project is in, only new requests post 3/1/24 should be submitted through our online form as it requires the submission to start from project intent phase.
- Any questions for CHHUNY FMS can be sent to FMS@childrenshealthhome.org or call us at 855-209-1142.

Q&A

**What questions do you
have for DOH or CHHUNY?**

All Children's Waiver HCBS questions and concerns, should be directed to NYSDOH at BH.Transition@health.ny.gov mailbox or (518) 473-5569

Questions regarding the EMod/VMod/AAT can be directed to EModVModAT@health.ny.gov

New York State Department of Health Complaint Line
1-800-206-8125 or managedcarecomplaint@health.ny.gov

fms@childrenshealthhome.org



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