

Chapter 33

Money Follows the Person

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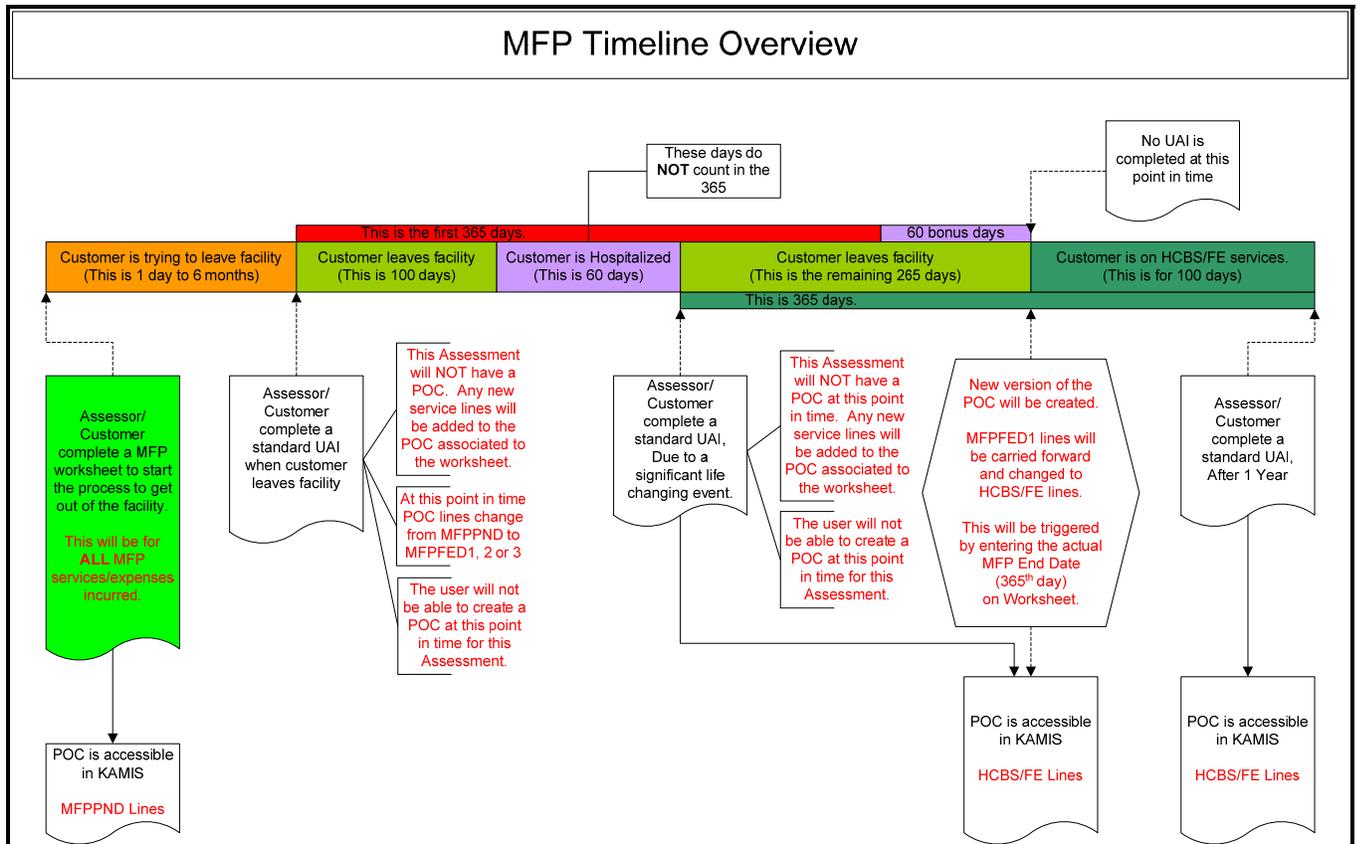
Money follows the Person Process

Introduction

A Uniform Assessment Instrument (UAI) and the Money Follows the Person Packet will be completed by the case manager at the time the customer states they want to leave the facility.

Important

The UAI is not data entered into KAMIS. Only the MFP Worksheet is data entered in KAMIS. There is a Plan of Care attached to the Worksheet. On this Plan of Care will be entered all the MFP Service items as well as the services.



Pricing

Introduction

Pricing for the Money Follows the Person services has been automatically created for any HCBS/FE Providers that currently had pricing within KAMIS.

When pricing is created for a new HCBS/FE Provider, all MFP pricing will automatically be created at the same time.

Pricing will need to be created by the AAA for the following service/funding combinations. When creating pricing for the below funding the price is automatically created for the funding code of MFPPND.

Use the KAMIS Provider Service process to create the pricing. Instructions are located in Chapter 24.

Service Code	Funding Code	Unit Price	Description	Provider
TS	MFPFED2	\$1.00	Transition Services	AAA
TCS	MFPFED3	As indicated by Policy	Transition Coordination Services	AAA
CBB	MFPFED3	As indicated by Policy	Community Bridge Building	AAA

MFP - Money Follows Person Worksheet Worksheet

Introduction

The MFP – Money Follows Person Worksheet within KAMIS is a one page form. There is a Plan of Care that will be attached to the form and will reflect

If the customer ends up leaving the facility (EXIT determination), you can return to this page to add extension days (days spent in a facility after exit) which don't count toward the client's 365 days on MFP.

Once determined as EXIT, you can return to this page to enter the date client is no longer in the MFP program. If client does not exit the facility (STAY determination), this date will be entered automatically.

Important

Starting a client on MFP by entering this worksheet will prevent you from creating/modifying POC's on other assessment types until the client ends enrollment in MFP.

The Worksheet

The screenshot shows the 'MFP - MONEY FOLLOWS PERSON WORKSHEET' form. At the top, there are navigation tabs: Home, Person Search, Person Admin, Person Forms, Case Log, Organizations, Org. Members, MMIS Workload, ESD Worksheet, and MFP Worksheet. Below the tabs, the KAMIS ID is 20000505, the Name is MERMAID, ARIEL, and the PSA is 4. The form title is 'MFP - MONEY FOLLOWS PERSON WORKSHEET'. A yellow highlighted section contains the following instructions:

- On this page, you can enter basic information on the MFP client from page two of the MFP Form.
- PLEASE NOTE: Starting a client on MFP by entering this worksheet will prevent you from creating/modifying POCs on other assessment types until the client ends enrollment in MFP.
- If the customer ends up leaving the facility (EXIT determination), you can return to this page to add extension days (days spent in a facility after exit) which don't count toward the client's 365 days on MFP.
- Once determined as EXIT, you can return to this page to enter the date client is no longer in the MFP program. If client does not exit the facility (STAY determination), this date will be entered automatically.

Below the instructions, the form fields are:

- Person's Original Effective Date: 08/15/2008
- PSA: 4 - JAYHAWK AREA AGENCY ON AGING
- Form Status: WORK IN PROGRESS
- Worksheet Date (mm/dd/yyyy): [text input]
- Assessor Search (Last, First): [text input] [enter]
- Assessor: [dropdown menu]
- Medicare Number: [text input]
- Medicaid Number: [text input]
- Mfp Comment: [text area]

At the bottom left, there is a 'Save' button and a counter '0 of 2000'.

Required Fields

Worksheet Date
Assessor
Medicaid Number

Plan of Care

Introduction

The Plan of Care attached to the MFP Worksheet is data entered as a normal HCBS/FE Services Plan of Care. However, as it is flagged as “Money Follows Person” there are some exceptions as indicated below.

Item	Exception
POC branded in red	Money Follows The Person – Not Determined
Refer To/From	Not Available
EDS Inquiry	Not Available
MMIS Status Indicator (“P”)	Not Available

KAMIS ID: 20000509 Name: MERMAID, ARIEL Primary PSA: 4 SSN: 999-99-9999 Assessment Date: 08/01/2008 Medicaid#: 001111111111

POC - PLAN OF CARE Assessment Unmet Needs Unlock & Close Open Last MMIS Transaction

Money Follows the Person - NOT DETERMINED

Customer Information Line Items Data Entry Print View

POC Version 1 POC Status APPROVED All Active Open HCBS Open Non-HCBS

Create New POC Version

Changed by TRAINING on 09/04/2008 09:32:43

#	P S A #	Service	S D	Funding	S D	Provider	Units	P e r	TTL Units Mo.	Start Date	End Date	O s t	E r	MMIS Save Date	C o s t	Mo. Cost	Processed	
1	4	- CBB	N	MFPFND	0	JAYHAWK AREA AGENCY ON AGING	4	month	24	08/01/08	01/31/09	14			45	0	1080	EXISTING
2	4	- TCS	N	MFPFND	0	JAYHAWK AREA AGENCY ON AGING	48	120 days	48	08/01/08	01/31/09	14			45	0	2160	EXISTING
3	4	- TS	N	MFPFND	0	TRANSITION SERVICES	2500	ONCE	2500	08/01/08	01/31/09	14			1	0	2500	EXISTING

row(s) 1 - 3 of 3

Save All POC info EDS Inquiry

Refer From [enter] Refer To [enter]

Case Manager CRAB, SEBASTIAN

MFP Worklist

Introduction

This page displays MFP Clients whose exit from the facility has not yet been determined, sorted by closest to the 180 day limit.

If client is exiting the facility, enter the actual exit date in the "Facility Exit Date" field.

Qualified HCBS services will be switched to MFPFED1 funding for payment through MMIS, and other services will be switched to MFPFED2/3 funding as appropriate for payment through KDOA.

All MFP lines will be included in MMIS Update for tracking purposes.

If client is unable to exit the facility, enter the date of that decision in the "Facility Stay Date" field.

All MFP services will be switched to MFPSGF funding for payment through KDOA, and the client will end enrollment in the MFP program on the specified date.

How to

Follow the steps below to access the Worklist.

Step	Action	Result
1.	On the main menu bar in KAMIS click on the MFP Worklist button.	Worklist will display. Each AAA will only see their customers on the listing.
		

Continued on next page

MFP Worklist, Continued

How to (continued)

Step	Action	Result
2.	Worklist will display showing the status of all customers who currently are in the MFP process.	The list is color coded to indicate the time lapsed since placed on MFP status.

Update Listing
History Listing

- This page displays MFP Clients whose exit from the facility has not yet been determined, sorted by closest to the 180 day limit.
- If client is exiting the facility, enter the actual exit date in the "Facility Exit Date" field.
- Qualified HCBS services will be switched to MFPED1 funding for payment through MMIS, and other services will be switched to MFPED2/3 funding as appropriate for payment through KDOA. All MFP times will be included in MMIS Update for tracking purposes.
- If client is unable to exit the facility, enter the date of that decision in the "Facility Stay Date" field.
- All MFP services will be switched to MFPSGF funding for payment through KDOA, and the client will end enrollment in the MFP program on the specified date.

Display Criteria

PSA (hold CTRL to select multiple)
04- JAYHAWK AREA AGENCY

MFP Listing and Update (for customers with an existing MFP Worksheet, who are preparing to leave a facility)

Show MFP Cost Details New No Yes

PSA	Customer	Est. MFP Amount	MFP Worksheet Date	# Days since Worksheet entered	Facility Exit Date	Facility Stay Date	Comment	POC
4	20000511 PRINCE, ERIC	49680	07/03/08	63	<input type="text"/>	<input type="text"/>	<input type="text"/>	POC
4	20000509 MERMAID, ARIEL	34440	08/01/08	34	<input type="text"/>	<input type="text"/>	<input type="text"/>	POC

Legend: Up to 90 days since Worksheet Date Up to 180 days since Worksheet Date More than 180 days since Worksheet Date

Status Timeframe	Color Indicator
Up to 90 Days since the Worksheet Date	White
Up to 180 Days since the Worksheet Date	Yellow
More than 180 Days since the Worksheet Date	Red

Continued on next page

MFP Worklist, Continued

Display Options There are several radio buttons that will toggle different displays on and off. Those displays available are below.

Show MFP Cost Details Select the radio button to “Yes” and the service line items from the Plan of Care will display for all customers.

MFP Listing and Update (for customers with an existing MFP Worksheet, who are preparing to leave a facility)

Save

Show MFP Cost Details Yes No Yes

PSA	Customer	Est. MFP Amount	MFP Worksheet Date	# Days since Worksheet entered	Facility Exit Date	Facility Stay Date	Comment	POC
4	2000500 MERMAID, ARIEL	34440	08/01/08	34				POC

MFP Service Range 08/01/08 - 01/31/09

Cost for 8/2008 = \$5740

#1 CBB MFPND "JAYHAWK AREA AGENCY ON AGING" 4 units per month, 24 authed per month // 08/01/08 - 01/31/09 // unitCost=\$45 monthlyCost=\$1080
 #2 TCS MFPND "JAYHAWK AREA AGENCY ON AGING" 48 units per 120 days, 48 authed per month // 08/01/08 - 01/31/09 // unitCost=\$45 monthlyCost=\$2160
 #3 TS MFPND "TRANSITION SERVICES" 2500 units per ONCE, 2500 authed per month // 08/01/08 - 01/31/09 // unitCost=\$1 monthlyCost=\$2500

Cost for 9/2008 = \$5740

#1 CBB MFPND "JAYHAWK AREA AGENCY ON AGING" 4 units per month, 24 authed per month // 08/01/08 - 01/31/09 // unitCost=\$45 monthlyCost=\$1080
 #2 TCS MFPND "JAYHAWK AREA AGENCY ON AGING" 48 units per 120 days, 48 authed per month // 08/01/08 - 01/31/09 // unitCost=\$45 monthlyCost=\$2160
 #3 TS MFPND "TRANSITION SERVICES" 2500 units per ONCE, 2500 authed per month // 08/01/08 - 01/31/09 // unitCost=\$1 monthlyCost=\$2500

Cost for 10/2008 = \$5740

#1 CBB MFPND "JAYHAWK AREA AGENCY ON AGING" 4 units per month, 24 authed per month // 08/01/08 - 01/31/09 // unitCost=\$45 monthlyCost=\$1080
 #2 TCS MFPND "JAYHAWK AREA AGENCY ON AGING" 48 units per 120 days, 48 authed per month // 08/01/08 - 01/31/09 // unitCost=\$45 monthlyCost=\$2160
 #3 TS MFPND "TRANSITION SERVICES" 2500 units per ONCE, 2500 authed per month // 08/01/08 - 01/31/09 // unitCost=\$1 monthlyCost=\$2500

Cost for 11/2008 = \$5740

#1 CBB MFPND "JAYHAWK AREA AGENCY ON AGING" 4 units per month, 24 authed per month // 08/01/08 - 01/31/09 // unitCost=\$45 monthlyCost=\$1080
 #2 TCS MFPND "JAYHAWK AREA AGENCY ON AGING" 48 units per 120 days, 48 authed per month // 08/01/08 - 01/31/09 // unitCost=\$45 monthlyCost=\$2160
 #3 TS MFPND "TRANSITION SERVICES" 2500 units per ONCE, 2500 authed per month // 08/01/08 - 01/31/09 // unitCost=\$1 monthlyCost=\$2500

Cost for 12/2008 = \$5740

#1 CBB MFPND "JAYHAWK AREA AGENCY ON AGING" 4 units per month, 24 authed per month // 08/01/08 - 01/31/09 // unitCost=\$45 monthlyCost=\$1080
 #2 TCS MFPND "JAYHAWK AREA AGENCY ON AGING" 48 units per 120 days, 48 authed per month // 08/01/08 - 01/31/09 // unitCost=\$45 monthlyCost=\$2160
 #3 TS MFPND "TRANSITION SERVICES" 2500 units per ONCE, 2500 authed per month // 08/01/08 - 01/31/09 // unitCost=\$1 monthlyCost=\$2500

Cost for 1/2009 = \$5740

#1 CBB MFPND "JAYHAWK AREA AGENCY ON AGING" 4 units per month, 24 authed per month // 08/01/08 - 01/31/09 // unitCost=\$45 monthlyCost=\$1080
 #2 TCS MFPND "JAYHAWK AREA AGENCY ON AGING" 48 units per 120 days, 48 authed per month // 08/01/08 - 01/31/09 // unitCost=\$45 monthlyCost=\$2160
 #3 TS MFPND "TRANSITION SERVICES" 2500 units per ONCE, 2500 authed per month // 08/01/08 - 01/31/09 // unitCost=\$1 monthlyCost=\$2500

Legend: Up to 90 days since Worksheet Date Up to 180 days since Worksheet Date More than 180 days since Worksheet Date

Save

History Display This option will display all customers who have been processed as the MFP Program. This display will indicate the number of Extension Dates and the number of days the customer has left on the MFP Program. See the next section for instructions on adding extension days.

Click on the History Listing Navigational Tab for this display listing. There are three sort options.

Continued on next page

MFP Worklist, Continued

Sort Options Select the **Exited** radio button. All cases where the customer exited the facility displays.

Update Listing | History Listing

- This page displays information on MFP Clients whose exit from the facility has been determined, including links to the MFP Worksheet and Plan of Care. The list is sorted by days remaining on the MFP program.
- If client exited the facility, an estimated MFP End Date will be displayed in italics based on the current date and number of MFP days remaining. Once the exact MFP Program Exit Date is entered on the MFP Worksheet, that date will display instead.

Display Criteria

PSA (hold CTRL to select multiple)
04 - JAYHAWK AREA AGENCY

Search

System Date on this example = 10/31/2008

History Display EXITED STAYED ALL

MFP History (for MFP customers that have already exited the facility, OR have been determined unable to exit the facility)

PSA	Customer	MFP Amount	MFP Worksheet Date	Facility Exit Date	# Extension Days	# Days Remaining	MFP End Date	Comment	MFP Worksheet	POC
4	20000511 PRINCE, ERIC	49680	07/03/08	10/29/08	0	363	EST. 10/29/2009	MFP dated 07/03/2008 set to EXIT determi	OPEN	POC

Select the **Stayed** radio button. All cases where the customer stayed in the facility displays.

Update Listing | History Listing

- This page displays information on MFP Clients whose exit from the facility has been determined, including links to the MFP Worksheet and Plan of Care. The list is sorted by days remaining on the MFP program.
- If client exited the facility, an estimated MFP End Date will be displayed in italics based on the current date and number of MFP days remaining. Once the exact MFP Program Exit Date is entered on the MFP Worksheet, that date will display instead.

Display Criteria

PSA (hold CTRL to select multiple)
04 - JAYHAWK AREA AGENCY

Search

System Date on this example = 10/31/2008

History Display EXITED STAYED ALL

MFP History (for MFP customers that have already exited the facility, OR have been determined unable to exit the facility)

PSA	Customer	MFP Amount	MFP Worksheet Date	Facility Exit Date	# Extension Days	# Days Remaining	MFP End Date	Comment	MFP Worksheet	POC
4	20000509 MERMAID, ARIEL	34440	08/01/08	(N/A)	(N/A)	(N/A)	10/29/2008	MFP dated 08/01/2008 set to STAY determi	OPEN	POC

Select the **All** radio button. Displays all cases. **This is the default view.**

Update Listing | History Listing

- This page displays information on MFP Clients whose exit from the facility has been determined, including links to the MFP Worksheet and Plan of Care. The list is sorted by days remaining on the MFP program.
- If client exited the facility, an estimated MFP End Date will be displayed in italics based on the current date and number of MFP days remaining. Once the exact MFP Program Exit Date is entered on the MFP Worksheet, that date will display instead.

Display Criteria

PSA (hold CTRL to select multiple)
04 - JAYHAWK AREA AGENCY

Search

System Date on this example = 10/31/2008

History Display EXITED STAYED ALL

MFP History (for MFP customers that have already exited the facility, OR have been determined unable to exit the facility)

PSA	Customer	MFP Amount	MFP Worksheet Date	Facility Exit Date	# Extension Days	# Days Remaining	MFP End Date	Comment	MFP Worksheet	POC
4	20000509 MERMAID, ARIEL	34440	08/01/08	(N/A)	(N/A)	(N/A)	10/29/2008	MFP dated 08/01/2008 set to STAY determi	OPEN	POC
4	20000511 PRINCE, ERIC	49680	07/03/08	10/29/08	0	363	EST. 10/29/2009	MFP dated 07/03/2008 set to EXIT determi	OPEN	POC

Updating the Worklist – Exit Determination

(Left the Facility)

Introduction

When notification is received that the customer has left the facility and has remained out of the facility for 24 hours, the Plan of Care will need to be processed so that services can be transferred to the Medicaid system for provider claims.

How to

Follow the steps below to update the MFP Worksheet and Plan of Care as Exit determined.

Step	Action	Result
1.	Open the MFP Worklist by clicking on the link located on the main menu bar in KAMIS.	Worklist opens displaying all MFP Pending customers.

The screenshot shows the MFP Worklist interface. At the top, there are tabs for 'Update Listing' and 'History Listing'. Below this is a yellow banner with instructions: 'This page displays MFP Clients whose exit from the facility has not yet been determined, sorted by closest to the 180 day limit. If client is exiting the facility, enter the actual exit date in the "Facility Exit Date" field. Qualified HCBS services will be switched to MFPED1 funding for payment through MMIS, and other services will be switched to MFPED2/3 funding as appropriate for payment through KDOA. All MFP lines will be included in MMIS Update for tracking purposes. If client is unable to exit the facility, enter the date of that decision in the "Facility Stay Date" field. All MFP services will be switched to MFPSGF funding for payment through KDOA, and the client will end enrollment in the MFP program on the specified date.'

Below the banner is a 'Display Criteria' section with a search box containing '04-JAYHAWK AREA AGENCY' and a 'Search' button. Underneath is a 'MFP Listing and Update (for customers with an existing MFP Worksheet, who are preparing to leave a facility)' section with a 'Save' button. There is also a 'Show MFP Cost Details' section with radio buttons for 'New', 'No', and 'Yes'.

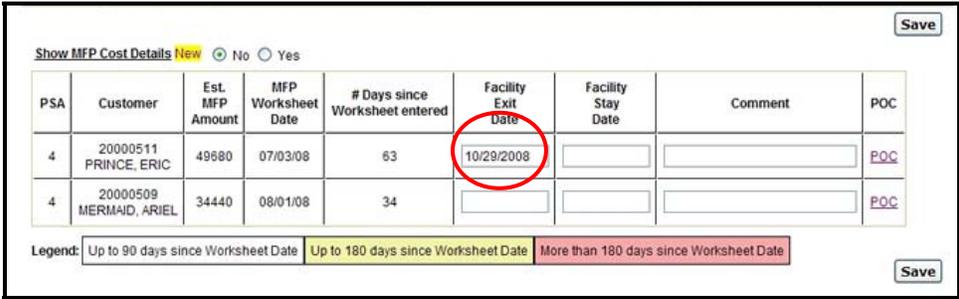
PSA	Customer	Est. MFP Amount	MFP Worksheet Date	# Days since Worksheet entered	Facility Exit Date	Facility Stay Date	Comment	POC
4	20000511 PRINCE, ERIC	49880	07/03/08	63				POC
4	20000509 MERMAID, ARIEL	34440	08/01/08	34				POC

At the bottom, there is a legend with three categories: 'Up to 90 days since Worksheet Date' (green), 'Up to 180 days since Worksheet Date' (yellow), and 'More than 180 days since Worksheet Date' (red). A 'Save' button is located at the bottom right of the legend area.

Continued on next page

Updating the Worklist – Exit Determination, Continued

How to (continued)

Step	Action	Result								
2.	In the Facility Exit Date column, Type in the actual date the customer exited the facility.									
										
3.	Click the Save button.	The following automatically within KAMIS occurs.								
<table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>MFP Worksheet is updated with the Exit date and a notation in the comment area.</td> </tr> <tr> <td>2.</td> <td>POC Updated <ul style="list-style-type: none"> ▪ Branded as Money Follows the Person – EXIT Determination – “Date” ▪ Funding is changed from MFPPND to the appropriate MFPFEDx funding ▪ MMIS Status Updated ▪ Referred to the MFP Program Managers Workload for Approval </td> </tr> <tr> <td>3.</td> <td>Notation Entered into the Case Log</td> </tr> </tbody> </table>			Step	Action	1.	MFP Worksheet is updated with the Exit date and a notation in the comment area.	2.	POC Updated <ul style="list-style-type: none"> ▪ Branded as Money Follows the Person – EXIT Determination – “Date” ▪ Funding is changed from MFPPND to the appropriate MFPFEDx funding ▪ MMIS Status Updated ▪ Referred to the MFP Program Managers Workload for Approval 	3.	Notation Entered into the Case Log
Step	Action									
1.	MFP Worksheet is updated with the Exit date and a notation in the comment area.									
2.	POC Updated <ul style="list-style-type: none"> ▪ Branded as Money Follows the Person – EXIT Determination – “Date” ▪ Funding is changed from MFPPND to the appropriate MFPFEDx funding ▪ MMIS Status Updated ▪ Referred to the MFP Program Managers Workload for Approval 									
3.	Notation Entered into the Case Log									

Continued on next page

Updating the Worklist – Exit Determination, Continued

The below are screen prints of the automated actions of KAMIS.

MFP Worksheet:

KAMIS ID: 20000511 Name: PRINCE, ERIC PSA: 4 Worksheet Nbr: 20000941 more...

MFP - MONEY FOLLOWS PERSON WORKSHEET [Plan of Care](#)

- On this page, you can enter basic information on the MFP client from page two of the MFP Form.
- PLEASE NOTE: Starting a client on MFP by entering this worksheet will prevent you from creating/modifying POCs on other assessment types.**
- If the customer ends up leaving the facility (EXIT determination), you can return to this page to add extension days (days spent in a facility after exit) which don't count toward the client's 365 days on MFP.
- Once determined as EXIT, you can return to this page to enter the date client is no longer in the MFP program. If client does not exit the facility (STAY determination), this date will be entered automatically.

Person's Original Effective Date 07/01/2008

- PSA 4 - JAYHAWK AREA AGENCY ON AGING
- Form Status APPROVED

Worksheet Date (mm/dd/yyyy) 07/03/2008

- Assessor CRAB, SEBASTIAN - JAYHAWK AREA AGENCY ON AGING 20000055

Medicare Number
Medicaid Number 0022222222

Date Customer Exited Facility 10/29/2008

Total Extension Days

Mfp Comment MFP dated 07/03/2008 set to EXIT determination on 09/04/2008 at 11:01:40 AM with Exit Date 10/29/2008 on POC Version 2 by TRAINING.

191 of 2000

Date Customer no longer MFP

Added By TRAINING on 09/04/2008 10:55:08 Changed By TRAINING on 09/04/2008 11:01:40

Continued on next page

Updating the Worklist – Exit Determination, Continued

The below are screen prints of the automated actions of KAMIS.

POC Before:

KAMIS ID: 20000511 Name: PRINCE, ERIC Primary PSA: 4 SSN: 777-77-7777 Assessment Date: 07/03/2008 Medicaid#: 0022222222

POC - PLAN OF CARE [Assessment](#) [Unmet Needs](#) [Unlock & Close](#) [Open Last MMIS Transaction](#)

Money Follows the Person - NOT DETERMINED

Customer Information | **Line Items** | Data Entry | Print View

POC Version 1 POC Status APPROVED All Active Open HCBS Open Non-HCBS

Create New Poc Version

Changed by TRAINING on 09/04/2008 10:59:55

#	P S A #	Service	S D	Funding	C A	D	Provider	U n i t s	P e r	TTL Units Mo.	Start Date	End Date	E X I T D e t e r m i n a t i o n	M M I S S a v e D a t e	C o s t	C o s t	Mo. Cost	Processed
1	4	CBB	N	MFPFND	0		JAYHAWK AREA AGENCY ON AGING	4	MONTH	24	07/03/08	12/31/08	14		45	0	1080	EXISTING
2	4	TCS	N	MFPFND	0		JAYHAWK AREA AGENCY ON AGING	4	120 DAYS	192	07/03/08	11/03/08	14		45	0	8640	EXISTING

row(s) 1 - 2 of 2

Save All POC info | EDS Inquiry

Refer From [] [enter] Refer To [] [enter]

Case Manager CRAB, SEBASTIAN

POC After:

KAMIS ID: 20000511 Name: PRINCE, ERIC Primary PSA: 4 SSN: 777-77-7777 Assessment Date: 07/03/2008 Medicaid#: 0022222222

POC - PLAN OF CARE [Assessment](#) [Unmet Needs](#) [Unlock & Close](#) [Open Last MMIS Transaction](#)

Money Follows the Person - EXIT Determination 10/29/2008

Customer Information | **Line Items** | Data Entry | Print View

POC Version 2 POC Status APPROVED All Active Open HCBS Open Non-HCBS

Create New Poc Version

Changed by TRAINING on 09/04/2008 11:01:40

#	P S A #	Service	S D	Funding	C A	D	Provider	U n i t s	P e r	TTL Units Mo.	Start Date	End Date	E X I T D e t e r m i n a t i o n	M M I S S a v e D a t e	C o s t	C o s t	Mo. Cost	Processed
1	4	CBB	N	MFPFED3	0		JAYHAWK AREA AGENCY ON AGING	4	MONTH	24	07/03/08	12/31/08	14	P	45	0	1080	EXISTING
2	4	TCS	N	MFPFED3	0		JAYHAWK AREA AGENCY ON AGING	4	120 DAYS	192	07/03/08	11/03/08	14	P	45	0	8640	EXISTING

row(s) 1 - 2 of 2

Save All POC info | EDS Inquiry

Refer From [] [enter] Refer To [] [enter]

SCHWARZ, DEBRA - KS DEPT. ON AGING

Case Manager CRAB, SEBASTIAN

Case Log Notation:

SAVE

Author	Case Manager	Comment	Date (desc)	Added By	seq
MFP AUTO-ENTRY	NO, CASE MANAGER	MFP dated 08/01/2008 set to EXIT determination on 10/31/2008 at 11:01:40 AM with EXITDate 10/29/2008 on POC Version 2 by TRAINING.	10/31/2008	TRAINING	1

row(s) 1 - 1 of 1

Updating the Worklist – Stay Determination

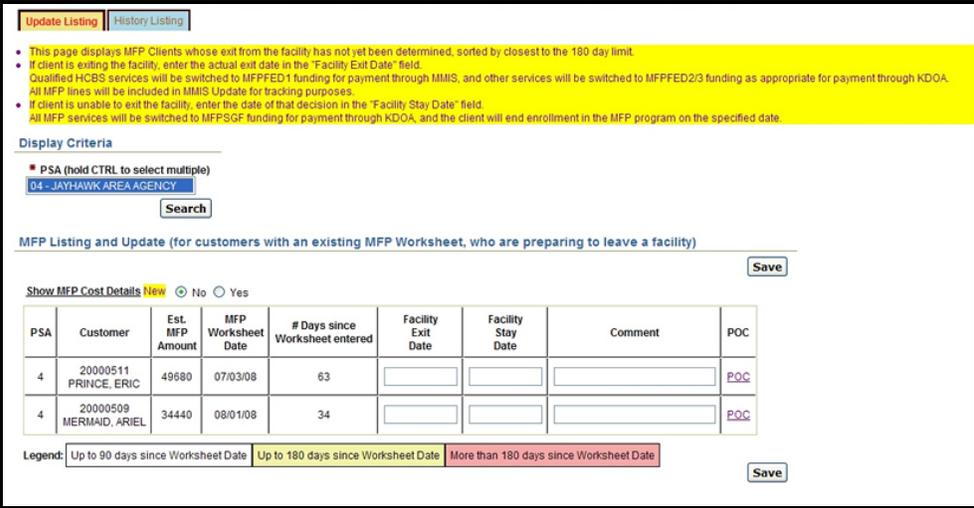
(Did not leave the Facility)

Introduction

When notification is received that the customer has left the facility and has remained out of the facility for 24 hours, the Plan of Care will need to be processed so that services can be transferred to the Medicaid system for provider claims.

How to

Follow the steps below to update the MFP Worksheet and Plan of Care as Exit determined.

Step	Action	Result																											
1.	Open the MFP Worklist by clicking on the link located on the main menu bar in KAMIS.	Worklist opens displaying all MFP Pending customers.																											
 <p>The screenshot shows the MFP Worklist interface. At the top, there are tabs for 'Update Listing' and 'History Listing'. Below this is a yellow banner with instructions. Under 'Display Criteria', there is a search box containing '04-JAYHAWK AREA AGENCY' and a 'Search' button. Below the search is the text 'MFP Listing and Update (for customers with an existing MFP Worksheet, who are preparing to leave a facility)' and a 'Save' button. There is a radio button for 'Show MFP Cost Details' with 'New' selected, and 'No' and 'Yes' options. The main table has the following data:</p> <table border="1"> <thead> <tr> <th>PSA</th> <th>Customer</th> <th>Est. MFP Amount</th> <th>MFP Worksheet Date</th> <th># Days since Worksheet entered</th> <th>Facility Exit Date</th> <th>Facility Stay Date</th> <th>Comment</th> <th>POC</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>20000511 PRINCE, ERIC</td> <td>49880</td> <td>07/03/08</td> <td>63</td> <td></td> <td></td> <td></td> <td>POC</td> </tr> <tr> <td>4</td> <td>20000509 MERMAID, ARIEL</td> <td>34440</td> <td>08/01/08</td> <td>34</td> <td></td> <td></td> <td></td> <td>POC</td> </tr> </tbody> </table> <p>At the bottom, there is a legend with three categories: 'Up to 90 days since Worksheet Date' (green), 'Up to 180 days since Worksheet Date' (yellow), and 'More than 180 days since Worksheet Date' (red). A 'Save' button is located at the bottom right of the screenshot.</p>			PSA	Customer	Est. MFP Amount	MFP Worksheet Date	# Days since Worksheet entered	Facility Exit Date	Facility Stay Date	Comment	POC	4	20000511 PRINCE, ERIC	49880	07/03/08	63				POC	4	20000509 MERMAID, ARIEL	34440	08/01/08	34				POC
PSA	Customer	Est. MFP Amount	MFP Worksheet Date	# Days since Worksheet entered	Facility Exit Date	Facility Stay Date	Comment	POC																					
4	20000511 PRINCE, ERIC	49880	07/03/08	63				POC																					
4	20000509 MERMAID, ARIEL	34440	08/01/08	34				POC																					
4.	In the Facility Stay Date column, Type in the actual date the customer decided to remain in the facility.																												

Show MFP Cost Details New No Yes

PSA	Customer	Est. MFP Amount	MFP Worksheet Date	# Days since Worksheet entered	Facility Exit Date	Facility Stay Date	Comment	POC
4	20000511 PRINCE, ERIC	49680	07/03/08	63	<input type="text"/>	<input type="text"/>	<input type="text"/>	POC
4	20000509 MERMAID, ARIEL	34440	08/01/08	34	<input type="text"/>	10/29/2008	<input type="text"/>	POC

Legend: Up to 90 days since Worksheet Date Up to 180 days since Worksheet Date More than 180 days since Worksheet Date

5.	Click the Save button.	The following automatically within KAMIS occurs.								
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 10%;">Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td> MFP Worksheet is updated with the Stay date in the following fields: <ul style="list-style-type: none"> ▪ Date Determined Customer NOT Exiting Facility ▪ MFP Comment ▪ Date Customer no longer MFP </td> </tr> <tr> <td style="text-align: center;">2.</td> <td> POC Updated: <ul style="list-style-type: none"> ▪ Branded as Money Follows the Person – STAY Determination – “Date” ▪ Funding is changed from MFPPND to the appropriate MFPSGF funding ▪ Referred to the MFP Program Managers Workload for Processing </td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Notation Entered into the Case Log</td> </tr> </tbody> </table>		Step	Action	1.	MFP Worksheet is updated with the Stay date in the following fields: <ul style="list-style-type: none"> ▪ Date Determined Customer NOT Exiting Facility ▪ MFP Comment ▪ Date Customer no longer MFP 	2.	POC Updated: <ul style="list-style-type: none"> ▪ Branded as Money Follows the Person – STAY Determination – “Date” ▪ Funding is changed from MFPPND to the appropriate MFPSGF funding ▪ Referred to the MFP Program Managers Workload for Processing 	3.	Notation Entered into the Case Log
Step	Action									
1.	MFP Worksheet is updated with the Stay date in the following fields: <ul style="list-style-type: none"> ▪ Date Determined Customer NOT Exiting Facility ▪ MFP Comment ▪ Date Customer no longer MFP 									
2.	POC Updated: <ul style="list-style-type: none"> ▪ Branded as Money Follows the Person – STAY Determination – “Date” ▪ Funding is changed from MFPPND to the appropriate MFPSGF funding ▪ Referred to the MFP Program Managers Workload for Processing 									
3.	Notation Entered into the Case Log									

Continued on next page

Updating the Worklist – Stay Determination, Continued

The below are screen prints of the automated actions of KAMIS.

MFP Worksheet:

KAMIS ID: 20000509 Name: MERMAID, ARIEL PSA: 4 Worksheet Nbr: 20000940 more...

MFP - MONEY FOLLOWS PERSON WORKSHEET [Plan of Care](#)

- On this page, you can enter basic information on the MFP client from page two of the MFP Form.
- PLEASE NOTE: Starting a client on MFP by entering this worksheet will prevent you from creating/modifying POCs on other assessment types until the client ends enrollment in MFP.
- If the customer ends up leaving the facility (EXIT determination), you can return to this page to add extension days (days spent in a facility after exit) which don't count toward the client's 365 days on MFP.
- Once determined as EXIT, you can return to this page to enter the date client is no longer in the MFP program. If client does not exit the facility (STAY determination), this date will be entered automatically.

Person's Original Effective Date 07/01/2008

- PSA 4 - JAYHAWK AREA AGENCY ON AGING
- Form Status APPROVED
- Worksheet Date (mm/dd/yyyy) 08/01/2008
- Assessor CRAB, SEBASTIAN - JAYHAWK AREA AGENCY ON AGING 20000055
- Medicare Number
- Medicaid Number 0044444444

Date Determined Customer NOT Exiting Facility 10/29/2008

Mfp Comment MFP dated 08/01/2008 set to STAY determination on 09/04/2008 at 11:01:40 AM with Stay Date 10/29/2008 on FOC Version 2 by TRAINING.

Date Customer no longer MFP 10/29/2008

Save

Continued on next page

Updating the Worklist – Stay Determination, Continued

The below are screen prints of the automated actions of KAMIS.

POC Before:

KAMIS ID: 20000608 Name: MERMAID, ARIEL Primary PSA: 4 SSN: 999-99-9999 Assessment Date: 08/01/2008 Medicaid#: 00111111111

POC - PLAN OF CARE [Assessment](#) [Unmet Needs](#) [Unlock & Close](#) [Open Last MMIS Transaction](#)

Money Follows the Person - NOT DETERMINED

Customer Information | **Line Items** | Data Entry | Print View

POC Version 1 POC Status APPROVED All Active Open HCBS Open Non-HCBS

Create New POC Version

Changed by TRAINING on 09/04/2008 09:32:43

#	P S A #	Service	S	Funding	S	D	Provider	U	P	TTL	Start	End	D	S	E	MMIS	C	C	Mo.	Processed
										Units	Date	Date	S	T	R	Save	ost	st	Cost	
1	4	- CBB	N	MFPPND	0		JAYHAWK AREA AGENCY ON AGING	4	month	24	08/01/08	01/31/09	14				45	0	1080	EXISTING
2	4	- TCS	N	MFPPND	0		JAYHAWK AREA AGENCY ON AGING	48	120 days	48	08/01/08	01/31/09	14				45	0	2160	EXISTING
3	4	- TS	N	MFPPND	0		TRANSITION SERVICES	2500	ONCE	2500	08/01/08	01/31/09	14				1	0	2500	EXISTING

row(s) 1 - 3 of 3

Save All POC info | EDS Inquiry

Refer From [] [enter] Refer To [] [enter]

Case Manager CRAB, SEBASTIAN

POC After:

KAMIS ID: 20000609 Name: MERMAID, ARIEL Primary PSA: 4 SSN: 999-99-9999 Assessment Date: 08/01/2008 Medicaid#: 00111111111

POC - PLAN OF CARE [Assessment](#) [Unmet Needs](#) [Unlock & Close](#) [Open Last MMIS Transaction](#)

Money Follows the Person - STAY Determination 10/29/2008

Customer Information | **Line Items** | Data Entry | Print View

POC Version 2 POC Status APPROVED All Active Open HCBS Open Non-HCBS

Create New POC Version

Changed by TRAINING on 09/04/2008 11:01:40

#	P S A #	Service	S	Funding	S	D	Provider	U	P	TTL	Start	End	D	S	E	MMIS	C	C	Mo.	Processed
										Units	Date	Date	S	T	R	Save	ost	st	Cost	
1	4	- CBB	N	MFPSGF	0		JAYHAWK AREA AGENCY ON AGING	4	month	24	08/01/08	01/31/09	14				45	0	1080	EXISTING
2	4	- TCS	N	MFPSGF	0		JAYHAWK AREA AGENCY ON AGING	48	120 days	48	08/01/08	01/31/09	14				45	0	2160	EXISTING
3	4	- TS	N	MFPSGF	0		TRANSITION SERVICES	2500	ONCE	2500	08/01/08	01/31/09	14				1	0	2500	EXISTING

row(s) 1 - 3 of 3

Save All POC info | EDS Inquiry

Refer From [] [enter] Refer To [] [enter]

SCHWARZ, DEBRA - KS DEPT. ON AGING

Case Manager CRAB, SEBASTIAN

Case Log Notation:

SAVE

Author	Case Manager	Comment	Date (desc)	Added By	seq
MFP AUTO-ENTRY	NO, CASE MANAGER	MFP dated 08/01/2008 set to STAY determination on 10/31/2008 at 11:01:40 AM with Stay Date 10/29/2008 on POC Version 2 by TRAINING.	10/31/2008	TRAINING	1

row(s) 1 - 1 of 1

Process for MFP Payments

Introduction

The Provided Service (225) process needs to be completed when the exit or stay determination is made. This will allow KDOA to pay the AAA for the services provided to the customer during the money follows the person process.

Funding	225 Process Used
MFPFED1	No. This is paid through EDS
MFPFED2	Optional. For reporting and tracking purposes only. The actual payment of the Transition Services is done by paper forwarded to the MFP Program Manager.
MFPFED3	Yes. Payments to be processed on a bi-weekly schedule.
MFPSGF	Yes. Payments to be processed on a bi-weekly schedule.
MFPTCM	Yes.

How to

Follow the steps below to complete the payment process.

Step	Action	Result
1.	Processes Provided Service (225) using the normal procedure.	See Chapter 29
2.	MFP Program Manager will review and approve the payment of services. KDOA Accounting Division will process payment to the AAA.	Per the normal procedure.

Extension Days – Modifying the MFP Worksheet

Introduction

When the customer has exited the facility, they remain on the MFP Program for 365 days. However, if the customer is hospitalized or returned to the facility for a short stay, the count down of the 365 days stops until they return to their home.

In order to extend the timeline, there is a field that is added to the MFP Worksheet after an exit determination. The field is “Total Extension Days”.

How to

Follow the steps below to add extension days to the customer.

Step	Action	Result
1.	Open the MFP Worksheet for the Customers Forms listing.	
2.	Type in the number of days the customer was hospitalized or in the facility in the <i>Total Extension Days</i> field.	This is an accumulative number. If the customer has several hospitalizations this reflect a total of all visits.

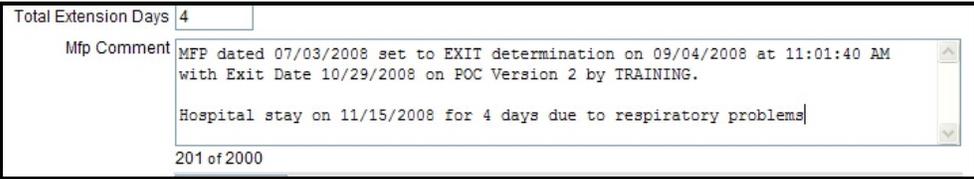
The screenshot shows a form with the following fields:

- * Assessor: CRAB, SEBASTIAN - JAYHAWK AREA AC
- Medicare Number: [blacked out]
- Medicaid Number: 0022222222
- Customer Exited Facility: 10/29/2008
- Total Extension Days: (This field is circled in red in the original image)
- Mfp Comment: MFP dated 07/03/2008 set to EXI with Exit Date 10/29/2008 on PC

Continued on next page

Extension Days – Modifying the MFP Worksheet, Continued

How to (continued)

Step	Action	Result
3.	Type a comment in the MFP Comment field.	Include dates and the number of days of the hospitalization in the comment.
 <p>The screenshot shows a form with two main fields. The first is 'Total Extension Days' with a text input containing the number '4'. The second is 'Mfp Comment' with a text area containing the following text: 'MFP dated 07/03/2008 set to EXIT determination on 09/04/2008 at 11:01:40 AM with Exit Date 10/29/2008 on POC Version 2 by TRAINING. Hospital stay on 11/15/2008 for 4 days due to respiratory problems'. Below the text area, it says '201 of 2000'.</p>		
4.	Click on Save	The form is saved and the total and timeline is reflected in the MFP Worklist.

Removing Customer from the MFP Program

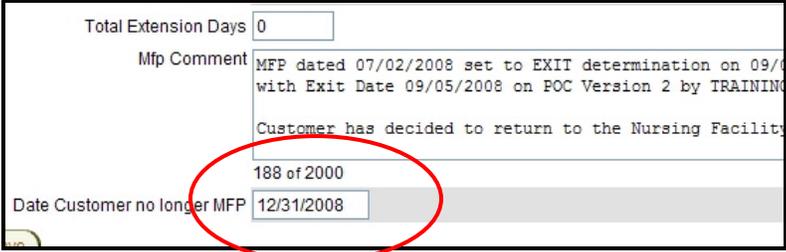
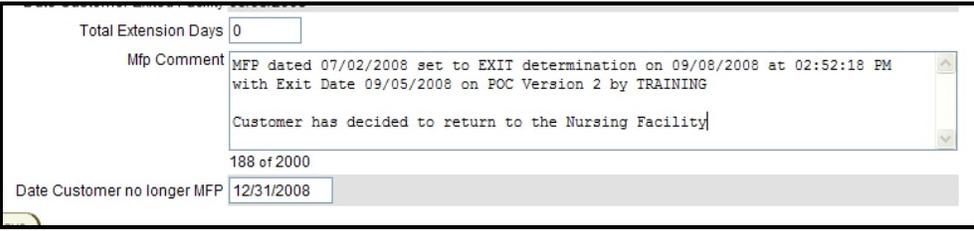
Introduction

The customer will need to be removed from the MFP Program at the appropriate time.

1. When the customer has been on the program for 365 days.
2. When the customer returns to the facility long term.
3. When the customer stays in the facility.

How to

Follow the steps below to remove the customer from the MFP Program in the situation of number 1 and 2 above. If the customer stays in the facility, then when the Stay date is entered into the MFP Worklist then the removal date is automatically entered.

Step	Action	Result
1.	Open the MFP Worksheet for the Customers Forms listing.	
2.	Type in the date the customer is removed from the MFP Program.	
		
5.	Type a comment in the MFP Comment field.	
		
6.	Click on Save	The form is saved.