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| **What is Transitional Funding?** |

Virginia has approved limited funding as a part of the plan to support individuals transitioning from a Training Center or other state facility according to the “Community Move Process” to a community home of their choice. Transitional funding, formerly known as “Bridge Funding,” can be used in a variety of ways to support the planning and move of these individuals to their own homes or to a provider home licensed by the DBHDS. The application is available on the Department of Behavioral Health and Developmental Services (DBHDS) website.

Transitional Funding may be used:

1. **Prior to discharge** *for those individuals**who will reside in their own home or a provider home licensed by DBHDS of any size*.
2. **Post discharge** *for those individuals who will reside in their own home or a provider home licensed by DBHDS to access escrowed funds approved in the offsite supervision category. Post discharge funds are approved for up to 12 months post discharge.*

Transitional Funds will provide flexibility not currently available through existing federal or state programs. **Transitional Funding may NOT be used to purchase goods or services which may be funded through Medicaid or any other means at the time that funding is provided.** Transitional Funds may NOT be used to supplement transitional services currently available through the Money Follows the Person (MFP) Program and the Developmental Disability Waiver. Transitional funds may NOT be used to support individuals who have not discharged from a training center or other state institutional setting. Transitional funding is approved based on the individual’s essential needs at the time of discharge.

**Determinations as to whether or not to grant an application and provide Transitional Funds are at the sole discretion of DBHDS.**

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| **How Can Transitional Funding Be Used?** |

Transitional Funds may be used in a variety of ways to support individuals with costs associated with transitioning into a community home. The various types of Transitional Funding are described below:

**Prior to discharge,** supports such as the following may be funded:

*Employment Services-* This includes discovery, job development, placement and training and follow along for the purpose of assuring individuals have a successful transition into the community. This funding is limited to employment service organizations with a provider participation agreement with the Department for Aging and Rehabilitative Services (DARS). This funding is also limited to when DARS is operating with a waiting list and/or when DARS has deemed someone ineligible for services.

*Environmental Modifications* – This includes environmental modifications required to assure the individual has a safe and accessible home. One quote is required with application submission for each modification request. DBHDS reserves the right to request a second quote for competitive rate comparison.

*Equipment-* This includes equipment needed to support the individual based on their medical and/or behavioral diagnosis, and as outlined as an essential support need. Transitional funding will not cover equipment covered by any other source at the time of the funding request. One quote is required with application submission for each equipment request. DBHDS reserves the right to request a second quote for competitive rate comparison.

*Vehicle Modifications-* This includes modifications to a provider owned vehicle to ensure the vehicle is fully accessible to the individual. One quote should be submitted for all vehicle modifications. DBHDS reserves the right to request a second quote for competitive rate comparison.

*Additional Staff Training* – This includes individualized training to address the unique needs of the individual while preparing for transition from a training center or other state facility to a specific community provider. This can include specific discharge related training, or to support training which occurs during day, evening, and overnight visits. Additionally, funding may be utilized for extensive, specialized training that is essential to ensuring the individual’s safe transition. **This does not include state mandated training required of all licensed DBHDS providers.**  Funding is approved based on staff participation hours spent in direct training and shall not exceed the allowable hourly rate as described within the waiver rate model, based on level, tier, and location of service.

*Nutritional Supplements* – Funding is available to pay for needed dietary supplements and special foods that do not meet the criteria for sole source of nutrition but are nevertheless required to support the health and weight of an individual residing in either a provider home licensed by DBHDS or his/her own home and *which are not available through current funding sources*. [See 12VAC30-50-165 (A), (M) for the definition of “sole source” or nutrition.] Funding is approved for up to 6 months post discharge.

*Miscellaneous-* This includes onetime expenses not covered by Medicaid but are none the less essential to the individual’s health and well-being and are only covered up to one year post discharge.

*ABA-*Funding may be used when an individual residing in a provider home licensed by DBHDS or his/her own home has an acute behavioral need requiring direct therapy/interventions to ensure the safety of the individual or others. In order for anindividual to receive funding for applied behavioral analysis, such supports must be provided by a Board Certified Behavioral Analyst.

**Post-Discharge Supports** will be available after discharge from a Training Center and support the following:

*Off-Site Supervision* – Funding should be used to support an individual receiving Congregate Residential Support who requires out of home care, such as hospitalization, each calendar year. Supervision may include assisting the individual when out of the residence to ensure that the individual’s needs are understood by a provider/hospital. Funding is only approved for up to one year post discharge. Funding is approved based on the number of staff hours required to provide off-site supervision and shall not exceed the allowable hourly rate as described within the waiver rate model, based on level, tier, and location of service. [Federal regulation against funding through Medicaid at 42 CFR 441.301(b)(1)(ii).]

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| **How Can a Provider Access Transitional Funding?** |

* **Application –**The application shall include: the individual essential needs information; time line for provision of supports including an estimated start date, and one price quote for any home modification, vehicle modification, or equipment request. DBHDS reserves the right to request a second quote for competitive rate comparison. A copy of the “Discharge Plan and Discussion Record,” must be attached.
* **Submission-**Applications should be submitted via email in a Word format to [carrie.ottoson@dbhds.virginia.gov](mailto:carrie.ottoson@dbhds.virginia.gov) or directly to the training center Community Integration Manager for review. Handwritten or partially completed applications will be pended for editing.
* **Review –** The application package will be reviewed by the DBHDS Assistant Commissioner for Developmental Services and the Transitional Funding Manager to determine that the items requested to be funded are eligible for Transitional Funding and that the requested items may not be funded by Medicaid or any other funding sources. The Assistant Commissioner will make a decision on the application package and provide his decision to the Transitional Funding Manager within 10 working days of his receipt of a completed application package. The Transitional Funding Manager, shall notify the individual and the provider of the decision within 3 business days of the receipt of the decision from the Assistant Commissioner. If Transitional Funds are approved, DBHDS shall send the signed application packet to the provider via standard mail for signature.
* **Status Categories –** Approved, Denied, or Pended for More Information.
* Applications shall be denied if the Assistant Commissioner determines in his sole discretion that:
  + Items requested to be funded are not eligible for Transitional Funding;
  + Items requested to be funded may be funded by Medicaid or another source;
  + DBHDS allotted transitional funds have been expended; or
  + The individual did not discharge from a state institutional setting.
* For applications that are denied, DBHDS shall provide notice to the individual, and the provider stating the reason(s) for the denial and the process for requesting a reconsideration of the decision.
* If an application is denied, the individual, or the provider may submit a written request for reconsideration to the Assistant Commissioner within 10 days of the date of the written notice of the denial. The Assistant Commissioner shall provide an opportunity for the person requesting reconsideration to submit for review any additional information or reasons why Transitional Funding should be approved as requested. The Assistant Commissioner, after reviewing all submitted materials, shall render a written decision on the request for reconsideration within 15 business days of receipt of the request for reconsideration. The decision of the Assistant Commissioner shall be binding. Further review may be sought in accordance with the Virginia Administrative Process Act, Virginia Code § 2.2-4000 *et seq.*

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| **How Can Providers Receive Transitional Funding Payments?** |

* **Transitional Funding Agreement -** After review and approval of the electronic file submitted, a signed original copy of the application packet will be mailed by DBHDS to the provider for signature. Once a signed application packet is returned to DBHDS, the provider and DBHDS shall enter into a Transitional Funding Agreement. No invoices will be processed without final signature from all parties. **Scanned signatures are not permitted**. Agreements will be effective on the latest date of signature, and will be extended for a 12 month period. Providers who do not use the approved funds within this time frame will forfeit all remaining funds. Invoices submitted post one year will not be processed by DBHDS. Providers are responsible for submitting invoices by the close of the fiscal year or by May 1st of each year in which funding is approved. Should overpayment occur, the provider will be responsible for returning funds to DBHDS within 90 days.
* **Expensing Funds -** Providers shall send proof of expenditures by completing a DBHDS invoice which can be obtained from the Transitional Funding Manager or on the DBHDS website. The invoice and proof of expenditures should be submitted to the DBHDS Transitional Funding Manager by the 15th day of the following month, for each month in which reimbursement is being requested. Funding can take up to 30 days after submission for payments to be dispersed.

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| **Provider Commitment** |

* **Provider Commitment** – A provider receiving Transitional Funds to support an individual shall support that individual for a minimum of 12 months unless the individual chooses to receive services from another provider or the provider becomes unable to meet the individual's needs. The provider must utilize all available interventions and technical assistance resources provided by DBHDS before recommending that the individual locate to another residence. If the provider is not able to fulfill its commitment to support the individual for a minimum of 12 months, DBHDS may request return of and recoup all Transitional Funds used for any home or vehicle modifications. However, if the individual or his AR chooses to receive services from another provider or if the provider will make the home/vehicle modifications funded with Transitional Funds available to another individual exiting a training center and the provider has addressed, through approved corrective action, any citations of violations of the *Rules and Regulations for Licensing Providers by the Department of Behavioral Health and Developmental Services*, 12 VAC 35-105, and the *Rules and Regulations to Assure the Rights of Individuals Receiving Services from Providers Licensed, Funded, or Operated by the Department of Behavioral Health and Developmental Services*, 12 VAC 35-115, DBHDS will not seek recovery of the Transitional Funds provided for those modifications. In the event that an individual is relocated, all adaptive equipment purchased specifically for the individual using Transitional Funds shall accompany him/her to the next residence.