

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Health Care Finance**



Office of the Senior Deputy Director/Medicaid Director

**Transmittal # 16-02**

**TO:** Medicaid Providers of Institutional Long Term Care Services-Nursing Facilities  
& Hospitals

Medicaid Beneficiaries Residing in Nursing Facilities & Hospitals

**FROM:** Claudia Schlosberg, J.D.   
Senior Deputy Director and State Medicaid Director

**DATE:** February 1, 2016

**SUBJECT: Money Follows the Person Demonstration —Changes in Selection of  
Participants for the Elderly & Physically Disabled Home and Community-  
Based Services Waiver Population-Conditions of 2016 Housing Voucher  
Lottery Selection**

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This Transmittal addresses changes in the selection of participants for the Elderly and Physically Disabled (EPD) Home and Community-Based Services (HCBS) Waiver Population of the Money Follows the Person (MFP) Demonstration governing the conditions of selection. Conditions of selection in the MFP 2016 Lottery for Housing Choice Vouchers are established.

MFP assists selected eligible DC Medicaid beneficiaries who receive institutional long term care services in nursing facilities and hospitals to return to the community with Medicaid home and community-based supports. It is a federal grant project funded in part by the U.S. Centers for Medicare and Medicaid Services (CMS) as established in the Deficit Reduction Act of 2005, and amended by Section 2403 of the Patient Protection and Affordable Care Act, approved in March 2010.

The purpose of this transmittal is to inform institutional long term care providers and residents in those institutions about how MFP participants in the EPD population will be selected from among eligible DC Medicaid beneficiaries who currently reside in nursing facilities and hospitals. MFP eligibility, screening, and admission into MFP are outlined below.

### **MFP Eligibility**

Under the District of Columbia's Money Follows the Person Operational Protocol, a person eligible for MFP:

1. currently resides (and has resided for a period of not less than ninety (90) days) in a Qualified Institution;
2. receives federal Medicaid benefits for inpatient services furnished by a Qualified Institution for at least one (1) day before the transition to Medicaid Home and Community-Based Services; and
3. authorized to continue the required level of care provided in a Qualified Institution.

A Qualified Institution for participants in the MFP-EPD population is an inpatient facility that is a

1. hospital; or
2. nursing facility.

### **Screening for MFP**

During outreach activities, the MFP Project Team staff will screen interested nursing home residents for MFP eligibility using the DC MFP/ADRC Screening Tool.

Outreach activities in nursing facilities include the following:

1. Group information sessions for all nursing home residents and/or family members about MFP and options for housing and home and community-based services;
2. Individual meetings with nursing home residents and/or family members about MFP and options for housing and home and community-based services;
3. Group information sessions for nursing home staff about MFP and options for housing and home and community-based services;
4. Written communications to nursing home staff by email and U.S. mail about MFP and options for housing and home and community-based services; and/or
5. Any of the above activities in follow-up to individual level data from Section Q of the federally established Minimum Data Set (MDS) or direct contacts from individuals and/or their representatives.

Screenings will be administered in all District of Columbia nursing homes that serve DC Medicaid beneficiaries. Screenings will also be administered to DC residents who currently reside in hospitals or out-of-state nursing home when these individuals and/or their representatives contact the District of Columbia Office on Aging (DCOA)'s Aging and Disability Resource Center (ADRC) and express interest in returning to the community.

To request a screening, contact the District's MDS Section Q Local Contact Agency, the DC Aging and Disability Resource Center at (202) 724-5626.

### **Admission to MFP**

### Priority Groups – First-Come, First-Served

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When a slot becomes available in the MFP Demonstration, all screened and MFP-eligible candidates in the following priority groups will be admitted to the MFP Demonstration on a first-come, first-served basis:

1. Individuals with a current home address in the District of Columbia where they intend to reside;
2. Individuals who are current DC Housing Authority (DCHA) Housing Choice Voucher (HCV) holders;
3. Individuals who previously applied for a HCV through the DCHA, and for whom community placement is imminent (90-days or sooner);
4. Individuals who previously applied for Public Housing through the DCHA, and for whom community placement is imminent (90-days or sooner); and
5. Individuals who identify housing in the community otherwise not listed in 1-4, above, that meet the definition of Qualified Residence;
  - a. A Qualified Residence is defined as:
    - i. a home owned or leased by the individual or the individual's family member;
    - ii. an apartment with an individual lease, with lockable access and egress, and which includes living, sleeping, bathing, and cooking areas over which the individual or the individual's family has domain and control; or
    - iii. a residence, in a community-based residential setting, in which no more than 4 unrelated individuals reside.
  - b. The Qualified Residence must be in the District of Columbia.

### Remaining MFP-Eligible Candidates - Lottery Selection

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When a slot becomes available in the MFP Demonstration and no individuals in the categories listed in Priority Groups 1- 5 above are awaiting admission to the MFP Demonstration, all screened and preliminarily MFP-eligible candidates in the following groups will be admitted to the MFP Demonstration as follows:

1. If only one individual person has been identified as preliminarily MFP-eligible on the date on which one or more slots in the MFP program becomes available, that person shall be assigned to the MFP Demonstration on a first-come, first-served basis.
2. If more than one person has been identified as preliminarily MFP-eligible on a date on which one or more slots in the MFP program become available, those persons shall be admitted to the MFP Demonstration based on the results of a lottery as follows:
  - a. Individuals who are on the DCHA waiting list for a Housing Choice Voucher will be included in a first round lottery.

Once all individuals meeting the criteria in 1 & 2 above have been enrolled in the MFP Demonstration, remaining eligible individuals will be admitted to the MFP Demonstration with the strategy described above.

*Eligibility Criteria-Lottery*

Eligible candidates must meet the following initial criteria to participate in the lottery:

1. Preliminarily MFP-eligible pursuant to the criteria listed above under MFP Eligibility;
2. Ability to meet the initial eligibility criteria for the DCHA Housing Choice Voucher Program (HCVP) as follows:
  - a. be a documented legal U.S. citizen or non-citizen with eligible immigration status; and
  - b. have maximum annual individual income consistent with DCHA eligibility guidelines (maximum \$38,250 in 2015).

*Lottery Process*

1. On a periodic basis, as needed, and as resources are available, consistent with the MFP Admission process for eligible candidates who are not in priority groups served on a first-come, first-served basis, DCOA will announce the date for the lottery selection.
2. Candidates who have fulfilled requirements outlined above will each be assigned a number to allow for random selection.
3. Selections will be made pursuant to the description, above, of MFP admission for eligible candidates who are not in priority groups served on a first-come, first-served basis.
4. Within thirty (30) days of the lottery selection, applicants will be required to submit documentation proving that they meet all requirements outlined in Eligibility Criteria-Lottery, above.
5. During the thirty (30) days after applications are submitted, they will be reviewed by DCOA and DCHA staff for completeness.

Candidates will receive formal notification from DCOA of their selection status and their right to participate in MFP screening every six (6) months.

*Conditions of Lottery Selection*

Candidates selected in the lottery for participation in the HCVP are subject to the following conditions as MFP program participants:

1. Program participants must fulfill all requirements for the completion of the DCHA HCVP eligibility process within thirty (30) days of selection.
  - a. Exceptions to the thirty (30)-day requirement will be granted on a case-by- case basis to participants who can document efforts to fulfill requirements and need additional time to meet them.
2. Program participants must fulfill any request for action required to advance toward the signing of a lease with a rental property participating in the HCVP within thirty (30) days of the request.

- a. Exceptions to the thirty (30)-day requirement will be granted on a case-by-case basis to participants who can document efforts to fulfill requirements and need additional time to meet them.
3. During the housing search and leasing application process:
    - a. Participants may not decline more than five (5) HCVP participating rental properties that are presented as options by the assigned ADRC transition coordinator;
    - b. Participants may not reject more than three (3) HCVP participating rental properties that approve them for a unit; or
    - c. Participants may not have more than three (3) rental applications declined by an HCVP participating rental property.
  4. A selected candidate's voucher will be offered to the next eligible selected candidate if:
    - a. the conditions outlined above are not met; or
    - b. a referral from DCHA for public housing is received.

All vouchers under the MFP set-aside must be in use in the community by September 30, 2016.

For questions about this policy, please contact the Aging and Disability Resource Center Management Team at [ADRC.Managers@dc.gov](mailto:ADRC.Managers@dc.gov).