VERMONT

AGENCY OF HUMAN SERVICES

Department of Disabilities, Aging and Independent Living
Division of Disability and Aging Services
Choices for Care Program
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MEMO

To: AAA Case Management Supervisors, HHA Case Management Supervisors, Home Health Homemaker Providers, Adult Day providers

From: Megan Tierney-Ward, Aging & Disabilities Program Manager

Date: November 16, 2012

Re: Moderate Needs Program Guidance

This memo is to provide Moderate Needs program guidance to all case managers and moderate needs program managers.

1. Verify Funding: Each adult day and homemaker provider is responsible for tracking their annual funding allocation. It is important that case managers who are helping people apply for Moderate Needs services always know the status of funding at their local moderate needs provider agencies. **Please be sure to check with your local adult day or homemaker provider on availability of funds before informing the person that they can be enrolled and submitting a Moderate Needs application packet to the state.**

2. Wait List: Each adult day and homemaker provider agency is responsible for maintaining a Moderate Needs Wait List when funding is not available. If a person has applied for Moderate Needs services and funds are not available, **case managers must send a copy of the Moderate Needs application to the applicable provider so they can add the person to their wait list.**

3. Update Wait List: It is important that wait lists are accurate and up to date. Homemaker and adult day providers must check their lists at least once every six months to be sure everyone on the list is still interested in services. Case managers who have regular contact with anyone on the wait list should make sure the person is still interested in being on the wait list and inform the provider of this information. **When a person withdraws from the wait list, contact the provider agency to let them know immediately.**

4. Application Packet: A complete Moderate Needs application packet is only sent to DDAS **once funding is verified and an assessment, clinical and financial screening is complete.**

5. Verify Medicaid Status: For areas that have a wait list for funds, it is important that the case manager verify active Community Medicaid status before sending the information to the provider. (Adult Day providers managing their own applications are responsible for this task.) **The provider will use this information to prioritize the person on their wait list.**

6. Track Spending: Homemaker and adult day providers must develop a strategy to accurately track spending so that funds are maximized with as little carry over as possible at the end of the fiscal year. **Please contact DDAS if you need assistance with this task.**

7. DHRS & Moderate Needs: Please note that people who need adult day services and have Community Medicaid must access that service using Day Health Rehabilitation Services instead of Moderate Needs funds. **That same person may also be on Moderate Needs for homemaker services.**

Please refer to the program manual for more detailed information on Moderate Needs Program policies and procedures at http://www.ddas.vermont.gov/ddas-policies/policies-cfc/policies-cfc-moderate/policies-cfc-mod-manual. Program coordinator Mary Collins can be reached at 871-3043 or mary.collins@state.vt.us.

Thank you.