

Elderly & Disabled Waiver In-Home Respite Service Provider Proposal Packet



MISSISSIPPI DIVISION OF
MEDICAID

Division of Medicaid
Office of Long Term Care
Walter Sillers Building
550 High Street, Suite 1000
Jackson, Mississippi 39201

Contact:

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Date of Submission:	
Company Name:	
Contact Name:	
Contact Number:	
Contact Email:	

Program Introduction

The purpose of In-Home Respite services is to provide non-medical care and supervision to the participant in the absence of the participant's primary full time live-in care giver on a short-term basis. These services are to assist the care giver during a crisis situation and/or as scheduled relief to the primary care giver to prevent, delay or avoid premature institutionalization of the participant.

In-Home Respite services are supportive services provided or accomplished in the home by a trained respite provider that involves one or more of the following primary duties:

- companionship,
- support or general supervision,
- feeding,
- and personal care needs.

THIS IS NOT A PROGRAM FOR ALL MEDICAID RECIPIENTS.

- The Elderly and Disabled Waiver provides services to individuals who, without the provision of such services, would require the level of care found in a nursing facility.
- For In-Home Respite services to be reimbursed by Medicaid, the recipient receiving the services must be enrolled in the Elderly and Disabled Waiver Program.
- Enrollment into this program is approved through the DOM Office of Long Term Care. If individuals meet all criteria for the Waiver program and the Plan of Services and Supports is approved, the participant's case manager will make appropriate referrals for needed services to provider agencies.
- Participants always have freedom of choice of providers.
- Please note, becoming a Medicaid provider does not guarantee that E & D Waiver participants will select your agency.
- **Services provided prior to the issue date of a valid provider number or prior to the receipt of a referral from the case management agency will not be reimbursed.**

Proposal Criteria

For the purpose of this proposal, an agency/business is defined as a legally recognized organization designed to provide services in exchange for money. Services are defined, for this proposal purpose, as the E&D Waiver Service for which you are requesting a provider number.

Upon receipt, your proposal will be date stamped and scanned. In order to process the proposals more efficiently, certain information must be provided in a specific format.

1. All forms must be completed entirely.
2. Forms should be typed, and must be legible.
3. Proposals should be placed in a folder or binder clip.
4. Do not staple, bind, or place documents in sheet protectors.
5. Do not attach tabs or labels to any pages.

All proposals must be mailed to the Division of Medicaid, Office of Long Term Care, Walter Sillers Building, 550 High Street, Suite 1000, Jackson, MS 39201. The proposal will be reviewed and if approved, you will receive information on how to proceed with provider enrollment. During review, if it is determined that the proposal packet is incomplete or lacking specific information, a letter outlining the deficiencies will be sent. Please note that the packet will not be returned to the applicant. Denied proposals must be resubmitted in their entirety and will be treated as initial applications to be reviewed in the order of date received. If clarifications regarding your proposal are needed, you will be contacted by the Division.

If you have question on any of the above, please feel free to contact the Division of Medicaid, Office of Long Term Care by email at HCBSProversiders@medicaid.ms.gov. Thank you for your interest in becoming a service provider.

In-Home Respite Services Provider Agency Description

Business Name:		
Office Mailing Address:		
Office Landline Phone:		Office Fax:
Owner(s) Name:		Phone:
Contact Person's Name:		Phone:
Legal Status:	<input type="checkbox"/> Private for Profit <input type="checkbox"/> Public (State or local government) <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other (Specify) _____	
Year Established	Current No. of Individuals Served	Anticipated No. of Individuals to be Served
Current Licenses:		
Office Locations	Physical Address	Counties to be Served from That Office
Main Office:		
Satellite Office 1:		
If additional space is needed, please attach additional sheet. Must be typed.		

Required Attachments Checklist

<input type="checkbox"/>	Current Certificate of Completion of Mandatory Provider Orientation.
<input type="checkbox"/>	Most recent national fingerprint criminal background check results for all staff.
<input type="checkbox"/>	Most recent Office of Inspector General (OIG) check results for all staff.
<input type="checkbox"/>	Most recent Mississippi Nurse Aide Abuse Registry check results for all staff.
<input type="checkbox"/>	Agency organizational chart including names of all staff for each position.
<input type="checkbox"/>	Federal Employer Identification number approval letter with effective date. Dates must be legible.
<input type="checkbox"/>	A copy of the provider's most current filed tax return for the business along with confirmation verifying it was filed. Examples of acceptable forms of confirmation include: 8879 form from a tax preparer 9325 form from the IRS with the submission identification (SID) number
<input type="checkbox"/>	Itemized In Home Respite Agency Expense Report reflecting all income and expenditures for each month for the past 12 months. Note, these expenses should be the exact dollar amount and not the same each month.
<input type="checkbox"/>	Business Privilege Tax License verifying you have been established for six (6) months.
<input type="checkbox"/>	Detailed job descriptions for the Compliance Director, respite supervisors and respite providers that include the educational requirements, work experience, job duties and responsibilities.
<input type="checkbox"/>	Resumes for agency's signatory authority(ies), management team and supervisory staff to include qualifications, work experience including dates of employment, job duties and responsibilities, and education.
<input type="checkbox"/>	Letter from a financial institution licensed to conduct banking showing the amount of a business line of credit to cover total operational costs/expenditures for at least (3) months. Business or personal accounts and personal loans are not acceptable.
<input type="checkbox"/>	Current, original, signed letters of support from three (3) clients or their caregiver located in MS that can verify your agency's work in providing in home respite service. Must include contact information for verification purposes.
<input type="checkbox"/>	Completed Office Attestation Form, with required photos.

Current Annual Operating Budget

*Attach expense report as well as tax return to support figures below.

Current Funding Sources	
Private Pay:	\$
Private Insurance:	\$
Financial Loan:	\$
Personal Income:	\$
Other Source (Specify):	\$
Total Annual Income:	\$

Current Salary Expenses			
Job Title	Annual Salary for Title	Number of Positions	Total Annual Salaries for All Staff in this Position
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
6.			\$
7.			\$
8.			\$
9.			\$
10.			\$
Total Current Annual Salary Expense:			\$

Current Annual Expenses	
Total Salaries for All Staff (Must match above):	\$
Other Payroll Expenditures:	\$
Rent/Mortgage/Building:	\$
Utilities:	\$
Telephone*:	\$
Supplies:	\$
Equipment:	\$
Training:	\$
Travel:	\$
Loan:	\$
Insurance:	\$
Membership(s):	\$
Other (Specify):	\$
Other (Specify):	\$
Total Annual Expenses:	\$

Total Annual Income	\$
Total Annual Expenses	\$
Balance (Annual Income minus Annual Expenses = Net Operating Income)	\$

* Dedicated telephone is REQUIRED for each office.

In-Home Respite Services Provider Attestation

Each item is required in order to submit this proposal. Please read and initial acknowledging your agreement.

- ❖ Applicant agrees to read and adhere to the DOM Administrative Code in its entirety. _____
- ❖ Applicant agrees to comply with all federal and state regulations including, but not limited to, tax and labor laws. _____
- ❖ Applicant has maintained a roster of qualified personnel necessary to provide authorized services for a minimum of one (1) year prior to enrollment. _____
- ❖ Applicant agrees to have a Policy & Procedures manual available for on-site review. _____
- ❖ Applicant is current on national fingerprint criminal background checks on all employees. _____
- ❖ Applicant is current on monthly Office of Inspector General exclusion list checks for all employees. _____
- ❖ Applicant is current on monthly Mississippi Nurse Aide Abuse Registry checks for all employees. _____
- ❖ Applicant is financially stable. _____
- ❖ Applicant is free from tax liens. _____
- ❖ Applicant has filed a tax return on the In Home Respite business for the current year. _____
- ❖ Applicant has a business line of credit to cover total operational costs/expenditures for at least (3) months. _____
- ❖ Applicant has been an established business in a non-residential office and has been in business providing In Home Respite Service for a minimum of one (1) year. _____
- ❖ Applicant has current, original letters of support from three (3) clients or their caregiver that can verify the agency's work in providing in home respite service. _____
- ❖ Applicant has established a business office in a non-residential location no more than 60 minutes from service area and agrees to maintain this location until provider agreement is terminated. _____
- ❖ Applicant has participated in mandatory Virtual Provider Orientation and received a Certificate of Completion prior to submitting proposal. _____
- ❖ Applicant has attached all required forms to this application. _____

I understand that incomplete or incorrect information provided will disqualify the application from consideration. As the duly authorized representative, I declare under penalty of perjury that all statements made herein and on any attached documents are true and complete to the best of my knowledge. I further understand that any omission, misrepresentation or falsification of any information contained in this proposal application or contained in any communication supplying information to Medicaid to complete or clarify this proposal application may be punishable by criminal, civil or other administrative actions.

Signature

Print Name (must be legible)

Date