Instructional Guide: BDDS Day Service Sustainability Grant Program

Effective 06/12/20

Introduction & General Information

- **Background:** The **BDDS Day Service Sustainability Grant Program** has been made available by Indiana FSSA's Bureau of Developmental Disabilities Services to support HCBS waiver and OBRA providers who provide adult day, facility habilitation waivers or the OBRA program and had to close or suspend services as a result of COVID-19.

- **Purpose:** Grants are awarded to providers for the purpose providing economic support and relief to reimburse the costs of business interruption related the COVID-19 public health emergency.

- **Eligibility:** HCBS waiver and OBRA providers who provide adult day, facility habilitation, and pre-vocational habilitation services under the Family Support and Community Habilitation and Integration waivers or the OBRA program

- **Application Process:** Applicants must apply via the Bureau's on-line grant application. Application instructions are included in this presentation.

- **Grant Length:** Each grant covers a calendar month. Eligible providers will be able to access the grant for up to four consecutive months.

- **Grant Status / Decision Communications:** All communications pertaining grant applications will be made via e-mail between BDDS and applying providers with the subject line *BDDS Sustainability Grant Communication*. This includes confirmations, application decisions, and questions from BDDS. **Please be on the lookout for these communications**.

- **Multiple Locations:** If you are a provider with multiple locations, your application must reflect information relative to all locations.

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- **Grant Payments:** The grant amount will be 75% of historic payments less any claims for services that the provider was able to render during the grant period.
  - **Grant Period:** Eligible providers will be able to select whether to apply for their first grant for either March 2020 or April 2020. Once the grant period is selected, eligible providers may re-apply for three additional consecutive months (for a total of up to four grant payments), as follows. Providers are not able to change their initial grant selection once the first grant payment is approved by BDDS.
    - If a provider elects March, they will be eligible to apply for subsequent grants for April, May, and June.
    - If a provider elects April, they will be eligible to apply for subsequent grants for May, June, and July.
  - **Historical payments** used to calculate the grant will be for the average of claims paid in 2019 for the same month elected as the grant period by the provider.

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- **Grant Payment Determination Example:**

	Waiver	State Line	Total Grant Payment
Historical Claims Amount	$ 100.00	$ 50.00	
75% of Historical Claims Amount	$ 75.00	$ 37.50	
Amount of Total Claims from Table Below	$23.05	$28.82	
Grant Amount	$ 51.95	$ 8.68	$ 60.63

Lisa to Enter Number of Units Reported for:	Number of Units	Rate Per Unit	Total Claim
Adult Day Service - Level 1 (1/2 Day Unit)	1.00	$23.05	$23.05
Adult Day Service - Level 2 (1/2 Day Unit)		$30.24	$0.00
Adult Day Service - Level 3 (1/2 Day Unit)		$36.00	$0.00
Adult Day Service - Level 1 (1/4 Hour Unit)		$1.45	$0.00
Adult Day Service - Level 2 (1/4 Hour Unit)		$1.89	$0.00
Adult Day Service - Level 3 (1/4 Hour Unit)		$2.25	$0.00
Facility Habilitation, Individual (1 Hour Unit)		$24.85	$0.00
Facility Habilitation, Small Group, (2:1, 4:1) (1 Hour Unit)		$8.90	$0.00
Facility Habilitation, Medium Group, (6:1, 8:1, 10:1) (1 Hour Unit)		$4.96	$0.00
Facility Habilitation, Large Group, (12:1, 14:1, 16:1) (1 Hour Unit)		$3.15	$0.00
Pre-Vocational, Small Group, (2:1, 4:1) (1 Hour Unit)		$8.90	$0.00
Pre-Vocational, Medium Group, (6:1, 8:1, 10:1) (1 Hour Unit)		$4.96	$0.00
Pre-Vocational, Large Group, (12:1, 14:1, 16:1) (1 Hour Unit)		$3.15	$0.00
OBRA - Individual Habilitation	1.00	$28.82	$28.82
OBRA - Group Habilitation		$5.34	$0.00
OBRA Prevoc Large Group		$3.00	$0.00
OBRA Prevoc Medium Group		$4.72	$0.00
OBRA Prevoc Small Group		$8.48	$0.00
Total Claims Submitted (Anticipated to Submit)			$51.87

- **Grant Period Impact Example:**
  - Provider A elects the grant period March 2020. Their grant amount will be 75% of the average of their paid claims for March 2019 – June 2019, less any claims (or anticipated claims) for services provided during March 2020. Provider A will be able to submit additional claims for April, May, and June 2020.
  - Provider B elects the grant period April 2020. Their grant amount will be 75% of the average of their paid claims from April 2019 – July 2019, less any claims (or anticipated claims) for services provided during April 2020. Provider B will be able to submit additional claims for May, June, July 2020.

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- **Re-Application Frequency:** You will be required to submit a grant application for each month using the following schedule. Eligible providers can re-apply for up to three additional consecutive months (for a total of up to four grant payments).

Grant Cycle	Grant Application Period	Claim Submitted By
Initial Round		
March 2020 or April 2020 (provider elects which month)	Opens on: June 12, 2020 Closes on: June 26, 2020 at 6 pm EDT	July 3, 2020
Second Round		
April 2020 or May 2020 (based on providers initial election)	Opens on: July 6, 2020 Closes on: July 17, 2020 at 6 pm EDT	July 24, 2020
Third Round		
May 2020 or June 2020 (based on providers initial election)	Opens on: July 27, 2020 Closes on: August 14, 2020 at 6 pm EDT	August 21, 2020
Fourth and Final Round		
June 2020 or July 2020 (based on providers initial election)	Opens on: August 24, 2020 Closes on: September 18, 2020 at 6 pm EDT	September 25, 2020

Application Overview

BDDS Day Service Sustainability Grant Program Overview

1. Ensuring You are Set Up in PeopleSoft

2. Completing the Application

3. What to Expect After Submission

4. What to Expect After Approval

Please note – once you begin the application, there is no way to save it and return to your work. We encourage providers to use this instructional guide to assist in gathering the information needed prior to beginning the application. Assuming you have completed this step, the application should take no more than 15 minutes to complete.

Ensuring You Are Set Up in PeopleSoft

- On Thursday, June 11th, BDDS notified providers of the need to establish or update their PeopleSoft status.

- For providers who have an active PeopleSoft account, please be sure you have e-mailed your PeopleSoft Vendor Id and Vendor Location to [Lisa Davis](#).

- For providers who need an active PeopleSoft account, please use the instructions and forms included in the above referenced e-mail.

  - This process can take up to a week or two, so it is critical that providers begin this process as soon as possible.

  - Once established, please share your PeopleSoft Vendor Id and Vendor Location to [Lisa Davis](#).

Completing the Application

- The application includes a series of questions to gather key information used to
    - Confirm your eligibility for a grant payment
    - Determine your grant amount for the grant period, and
    - Stipulations and Attestations
- The following slides describe the questions included in the application. We encourage providers to use these slides to gather the information needed prior to beginning the application.
- The application includes skip logic so that you only answer questions relevant to your organization.

Completing the Application: Demographics

- Section One – Provider Information
  - Your provider name,
  - Waiver provider number(s),
  - Address for primary office location, and
  - Phone number
- Section Two – Provider Contact Information
  - Provider Executive Director/CEO Contact Information
    - name,
    - e-mail address, and
    - phone number
  - If the application is being completed by someone other than the Provider Executive Director/CEO, the name and e-mail for the individual completing the application.

Completing the Application: Electing the Grant Period and Reason for Grant

- Section Three - Grant Period and Reason for Sustainability Grant
  - whether you are applying for a grant for March 2020 or April 2020
  - whether your organization closed or remained open but with a significant reduction in services provided during the grant period
  - when you notified BDDS regarding your closure and/or change in services, whom you notified, and by what method

Completing the Application:
Info. on Services Delivered During Grant Period

- Sections Four through Forty-One - Services Information
  - Details for services that you were able to render during the grant period elected for the application.
  - To complete these sections, you will need the following information for any Adult Day Service, Facility Habilitation, Pre-Vocational Services, OBRA Individual Habilitation, OBRA Group Habilitation, or OBRA Pre-Vocational Services that you were able to render during the elected grant period
    - # of individuals that you provided service to during the month for which you are submitting this application,
    - # of units provided to those individuals during the month for which you are submitting this application
  - The table on the next slide can be used for gathering this information as you prepare to complete the application.

The following table may be useful in preparing to complete the grant application. As a reminder, this information should reflect the services that your agency was able to render during the grant period that you elect in Section Three.

Service Line	# of Individuals	# of Units Claimed (or Plan to Claim)
FSW/CIH Waivers		
Adult Day Services Level 1 (1/2 Day Unit)		
Adult Day Services Level 2 (1/2 Day Unit)		
Adult Day Services Level 3 (1/2 Day Unit)		
Adult Day Services Level 1 (1/4 Hour Unit)		
Adult Day Services Level 2 (1/4 Hour Unit)		
Adult Day Services Level 3 (1/4 Hour Unit)		
Facility Habilitation, Individual		
Facility Habilitation, Small Group (2:1, 4:1)		
Facility Habilitation, Medium Group (6:1, 8:1 or 10:1)		
Facility Habilitation, Large Group (12:1, 14:1 or 16:1)		
Pre-Vocational Services, Small Group (2:1, 4:1)		
Pre-Vocational Services, Medium Group (6:1, 8:1 or 10:1)		
Pre-Vocational Services, Large Group (12:1, 14:1 or 16:1)		
OBRA Program		
Habilitation, Individual		
Habilitation, Group		
Pre-Vocational Services, Small Group (2:1, 4:1)		
Pre-Vocational Services, Medium Group (6:1, 8:1 or 10:1)		
Pre-Vocational Services, Large Group (12:1, 14:1 or 16:1)		

Completing the Application: Stipulations

- Section Forty-Two – Stipulations of Sustainability Grants
  - Applicants will be asked to agree to the following statements:
    - Enter accurate information on services provided during the grant period.
    - Utilize these grant funds to maintain staff and facilities to enable your organization to continue providing services as the public emergency moves to conclusion.
    - Follow guidance published by DDRS/BDDS regarding day services.
    - Ensure your organizations response to the public emergency, including service changes and re-opening policies, are communicated to individuals served, their families, and your staff in a timely and accessible manner.
  - *All statements must be checked for the application to be processed.*

Completing the Application: Attestations

- Section Forty-Three – Attestations
  - Applicants will be asked to "sign" their application by typing their full legal name into the designated area.
  - In signing the application, providers will attest to the following:
    - By submitting this grant application, your organization is subject to audit by the State of Indiana.
    - Before you submit this application, you must type your name and attest to the statements below. Please carefully read the following statement and type your name as indicated.
    - By typing my name and submitting my application, I attest that within this application I have referenced only those individuals who receive supports through the Family Support Waiver, the Community Integration and Habilitation Waiver, and/or the OBRA Services program.
    - By typing my name and submitting my application, I attest that I have included accurate information about all Adult Day Services, Facility Habilitation, and Pre-Vocational Habilitation services that our organization provided and claimed (or plans to claim) during the elected grant period.
    - By typing my name and submitting my application, I attest that I am an agent of the provider whose name and information is set forth in this application. I further attest that all of the answers I have provided in this application are true and accurate. I understand that making false statements on this application is unlawful and that I could be subject to penalties including criminal prosecution for making a false statement on this application.

What to Expect After Submission

- Within 1 Business Day, you will receive an e-mail confirming receipt of your application.

- If you are missing information or if there are questions on your application, you will be notified by BDDS with a request for additional information.

What to Expect After Approval

- If your application is approved, you will receive a second e-mail notification that includes details for the expected grant payment.

- This e-mail will include:
  - Confirmation that your application was approved
  - The grant amount to expect
  - How the grant amount was determined, and
  - Steps to take if you disagree with the determination.

- Approved grants amounts will be sent to PeopleSoft for payment.

Questions

- For questions, please contact Lisa Davis at lisa.davis@fssa.in.gov.