

**Georgia Home and Community Based Services (HCBS) Transition Plan – Developmental/Intellectual Disabilities
Waiver Programs (New Options Waiver and Community Supports Waiver)**

Section 1. Identification						
<i>Action Item</i>	<i>Description</i>	<i>Start Date</i>	<i>End Date</i>	<i>Sources</i>	<i>Key Stakeholders</i>	<i>Intervention/ Outcome</i>
Obtain active provider breakdown by site	State identifies HCBS service provider listing by site to include contact information and service by site using category of service.	9/15/14	10/1/14	Department of Community Health (DCH) Decision Support Services (DSS) system	Department of Behavioral Health and Developmental Disabilities (DBHDD), DCH Policy and information technology unit	Consolidated and verified HCBS Setting Inventory
Development of Provider Self-Assessment tool	State develops self-assessment tool for providers to evaluate conformity to and compliance with HCBS rules.	7/15/14	9/30/14	HCBS guidance, State developed assessment tools (Iowa/Nevada), CMS Guidance	Member, Families, Advocates, DCH Policy Unit, DBHDD Provider Network Management, Division of Developmental Disabilities	Assessment tool vetted by key stakeholders
Submit NOW & COMP Waiver Amendments	Submit Waiver Amendments to Centers For Medicare and Medicaid Services (CMS) following public comment period on transition plan.	7/1/14	9/17/14	CMS Waiver Document	Member, Families, Advocates, DCH Policy Unit, DBHDD Provider Network Management, Division of Developmental Disabilities	Initial NOW and COMP Waiver Amendments
Test and refine Assessment tool	Pilot self-administration of tool to ensure it adequately captures needed elements and is easily and accurately completed by providers.	9/16/14	10/15/14	HCBS guidance, public input, key stakeholder input	DD Provider Network, Provider organizations, Family members and other advocates	Validated assessment tool vetted by key stakeholders
Other standards identification	Design with stakeholder input a comprehensive set of provider standards (credentialing, licensing, policies, training curricula, etc.) to be reviewed and validated to conform to HCBS rule.	9/1/14	10/31/14	Key stakeholder input, existing provider standards	Member, Families, Advocates, DCH Policy Unit, DBHDD Provider Network Management, Division of Developmental Disabilities	Provider Standards for enrollment and continued participation

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Design electronic tool	Develop electronic version of tool for efficient collection and analysis of data.	9/16/14	10/31/14	Contracted DCH IT tool	Members, Families, Advocates, DCH Policy Unit, DBHDD Provider Network Management, Division of Developmental Disabilities	Electronic tool
Incorporation of Assessment tool into Provider enrollment policy and application	State incorporates self-assessment requirement into provider enrollment and policy at DCH and DBHDD.	11/1/14	11/30/14	HCBS Guidance, Healthcare Facility Regulations, Existing provider enrollment policy at DCH and DBHDD	Members, Families, Advocates, DCH Policy Unit, DBHDD Provider Network Management, Division of Developmental Disabilities	Expectations for compliance are clearly outlined in Policy
Develop and identify funding resources for tool development, data analysis, transition plan development, engagement and Compliance auditing	Funding identified to determine needs related to HCBS compliance	9/1/14	Ongoing	HCBS Guidance, DCH Policy Unit, DCH DSS unit, Office of Planning and Budget	Member, Families, Advocates, DCH Policy Unit, DBHDD Provider Network Management, Division of Developmental Disabilities	State will be able to develop a sustainability plan around HCBS compliance

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Section 2. Assessment						
<i>Action Item</i>	<i>Description</i>	<i>Start Date</i>	<i>End Date</i>	<i>Sources</i>	<i>Key Stakeholders</i>	<i>Intervention/ Outcome</i>
Enrolled active HCBS Providers complete self-assessment	All active enrolled HCBS providers will submit the provider self-assessment tool to DCH.	9/15/14	10/31/14	Assessment Tool, HCBS Provider Network staff	Member, Families, Advocates, DCH Policy Unit, DBHDD Provider Network Management, Division of Developmental Disabilities	100% of HCBS providers complete self-evaluation
Member and Advocate supplemental assessment of provider compliance	Member and advocates engaged to complete supplemental assessment of provider compliance to HCBS standards	9/1/14	Ongoing	Assessment tool, Medicaid members, families	Member, Families, Advocates, DCH Policy Unit, DBHDD Provider Network Management, Division of Developmental Disabilities	Provide supplemental information for DCH GAP analysis
Other standards Assessment	Assess what changes are required to update provider qualification standards, licensure regulations, enrollment education and provider training, and other related policies, etc. to conform to HCBS rule.	10/1/14	12/31/14	Key stakeholder input, existing provider standards	Member, Families, Advocates, DCH Policy Unit, DBHDD Provider Network Management, Division of Developmental Disabilities	Updated Provider Standards for enrollment and continued participation incorporating CMS exploratory questions and focusing on development of qualified HCBS providers especially in underserved areas
Provider self-	DCH Policy Unit compiles the	11/1/14	12/31/14	Self-assessment tool,	DCH Policy Unit, DBHDD	Report of

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assessment and supplemental member evaluation data compiled and analyzed	self-assessment data and supplemental data to determine those HCBS services providers who meet, do not meet, and could come into compliance with HCBS guidance.			Sharepoint		findings and augmented Setting inventory to include compliance status
Support Coordination entities validate a representative sample of self-assessments	Support Coordination agencies/Regional Offices validate a state determined percentage of provider self-assessments for validity.	11/1/14	12/15/14	Self-assessment tool, Support Coordinators, Regional Office Evaluation staff	DCH Policy Unit, DBHDD, Support Coordination, Direct Service Providers	Minimum 5% random sampling of assessment data collected to test reliability

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Validated self-assessment data is compiled and analyzed	Initial assessment data compared to validation data. DCH Policy Unit compiles the self-assessment data to determine those HCBS services providers who meet, do not meet, and could come into compliance with HCBS guidance.	12/1/14	12/31/14	Self-assessment tool, Sharepoint	DCH Policy Unit, DBHDD	Report of finding, accuracy, and reliability of tool and outcome data.
Assessment Results and Report Presentation	State will formally present the results of the assessment data to stakeholders and post on relevant websites.	1/1/15	1/31/15	Self-assessment tool, Sharepoint, data analysis	DCH Policy Unit, DCH Communications, DBHDD	Public distribution/ awareness of the state of the state of HCBS setting compliance include transparent compliance status of providers

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Section 3: Remediation						
<i>Action Item</i>	<i>Description</i>	<i>Start Date</i>	<i>End Date</i>	<i>Sources</i>	<i>Key Stakeholders</i>	<i>Intervention/ Outcome</i>
Comprehensive Transition Plan	Develop a Transition Plan package to include a project management plan and narrative white paper that summarizes the state of the state at the end of the initial assessment period, establishes a plan for comprehensively addressing all components of compliance with HCBS rule and describes the state’s related mission and values.	7/1/14	12/31/14	Assessment results, key stakeholder input results, waiver document	Members, Advocacy Groups, DCH Policy Unit, DBHDD, DD Provider Network, Support Coordination, DBHDD Statewide Quality Improvement Council	Fully developed statewide transition plan
Submit Waiver Plan Amendments to CMS	DCH will submit a waiver amendment that outlines remediation strategies for those HCBS providers not in compliance with HCBS regulations.	12/1/14	1/31/15	Assessment results, key stakeholder input results, waiver document	DCH Policy Unit, DBHDD	Waiver amendment with fully developed remediation strategy
Policy Development	State will develop revised policies and procedures to address ongoing monitoring and compliance.	1/1/15	3/31/15	DCH and DBHDD Legal	Members, Advocacy Groups, DCH Policy and Program Integrity Units, DBHDD Provider Network, Policy and Provider performance Units, DBHDD Human Rights and Advisory Councils	Establish adverse action and appeals processes applicable to providers who fail to comply with HCBS rule

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Other standards Remediation	Design, adopt, and implement plan for achieving comprehensive compliance of provider standards with HCBS rule (credentialing, licensing, policies, etc.)	1/1/15	6/30/15	Key stakeholder input, existing provider standards	Member, Families, Advocates, DCH Policy Unit, DBHDD Provider Network Management, Division of Developmental Disabilities	Provider Standards for enrollment and continued participation
Provider Training and Education	Design and implement plan for incorporating necessary training and education into provider enrollment orientation and provider employee training and provide training to providers on implementation	1/15/15	ongoing	Key stakeholder input, existing provider standards	DCH Policy Unit, DBHDD Policy and Training units, DCH Provider Enrollment, DBHDD Provider network Management, Provider Professional Organizations	Educated providers on new rule
Ongoing Monitoring of compliance	State will incorporate HCBS requirements into policy and consumer satisfaction surveys to identify areas of non-compliance including the following: who will monitor, responsibility of monitoring, staffing levels required to perform monitoring functions, training required for auditors and monitors, training process for handling concerns and other issues of noncompliance	02/15/15	Ongoing	DCH policy manuals, Consumer satisfaction surveys	Medicaid members, advocates, providers, DCH Policy Unit, DCH Program Integrity, DBHDD Quality Improvement Council	Ongoing Program Integrity and Provider Compliance Audits

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Section 4: Outreach and Engagement						
<i>Action Item</i>	<i>Description</i>	<i>Start Date</i>	<i>End Date</i>	<i>Sources</i>	<i>Key Stakeholders</i>	<i>Intervention/ Outcome</i>
Initial plan developed	Immediate stakeholder input gathered to adjust this originally drafted plan.	7/15/14	8/30/14	CMS written guidance and TA; DCH staff	DCH Policy Unit, DBHDD	Consensus and adoption of initially proposed plan methodology
Public Notice-- Assessment Plan Review	DCH makes public notice through multiple venues to share overarching Transition Plan and proposed method of assessment per HCBS guidance including banner messaging, website posting, regional Medicaid office postings in conjunction with immediate waiver amendment to incorporate additional service(s) and rate increases.	07/10/14	09/11/14	Section 1 of Proposed HCBS Transition Plan	Members, Advocacy Groups, DCH Policy Unit DBHDD, DD Provider Network, Support Coordination, Provider organizations	Public Notice with transition plan
Public Comment-- Transition Plan	DCH commences collection of public comment through multiple methods and makes appropriate changes to assessment tool and plan Comments will be taken in person, via fax, email, or website submission.	8/11/14	9/15/14	Section 1 of Proposed HCBS Transition Plan	DCH Policy Unit, DCH Communications, DBHDD	Public notice posted with transition plan
Task Force	Establish task force and supporting workgroups to inform and advise Statewide Comprehensive Transition	9/17/2014	10/31/2014	Members, Advocacy Groups, DCH Policy Unit DBHDD, DD Provider Network, Support	Members, Advocacy Groups, DCH Policy Unit DBHDD, DD Provider Network,	Involvement and participation of all stakeholders in planning and

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	Plan planning and implementation			Coordination, Provider organizations	Support Coordination, Provider organizations	implementation

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Public Comment-- Collection and plan revisions	DCH incorporates appropriate changes to the initial transition plan based on public comments.	8/15/14	9/16/14	Section 1 of the Proposed HCBS Transition Plan	DCH Policy Unit, DBHDD	Completed transition plan
Public Comment-- Retention	DCH will safely store public comments and state responses for CMS and the general public.	8/11/14	Ongoing	Public Comments and State Response documents	DCH Policy Unit	Public comments stored
Posting of revisions to initial document	DCH will post the rationale behind any substantive change to the transition plan.	8/1/14	Ongoing	Public Comments and State Response documents	DCH Policy Unit, DCH Communications	Posted rationale
Stakeholder training and education	Design, schedule, and conduct training for individual recipients of waiver services, their families and similarly situated stakeholders on waiver compliance, changes they can expect to see and which will affect their services.	9/1/14	4/30/2015	Statewide Transition Plan and resulting supporting products	Members, Families, Advocates	Members and other interested parties have an understanding of changes and impact to expect.
Public Comment— Ongoing input	DCH will leverage various stakeholders groups to periodically present and seek feedback to comprehensive Transition Plan development in preparation for Waiver Amendment to incorporate comprehensive plan.	9/1/14	Ongoing	Public Comments and State Response documents	Members, Advocacy Groups, DCH Policy Unit, DBHDD, DD Provider Network, Support Coordination, Provider organizations	Public comments for incorporation into policy and regulations