



IDAHO DEPARTMENT OF
HEALTH & WELFARE

C.L. "BUTCH" OTTER – Governor
RICHARD M. ARMSTRONG -- Director

LESLIE M. CLEMENT - Administrator
DIVISION OF MEDICAID
Post Office Box 83720
Boise, Idaho 83720-0009
PHONE: (208) 334-5747
FAX: (208) 364-1811

June 10, 2011

Dear Certified Family Home Provider:

Over the past few years, Idaho Legislation has directed the Department to enter into selective contracts for services. This direction was first provided to the Department in 2006, subsequently in House Bill 701 in 2010, and finally by direction contained in House Bill 260 in 2011. In compliance with this Legislative direction, the Department would like to announce that a contract has been awarded to Community Partnerships of Idaho, Inc. for "Residential Habilitation Program Coordination for Certified Family Home Providers". This contract was executed on June 6, 2011, and will be implemented on August 5, 2011. The contract service will replace the developmental disability (DD) waiver service currently known as "residential habilitation agency-affiliation."

If you are a Certified Family Home provider, serving a participant on the DD Waiver, the Department would like to provide you with the information about this contract and how it will affect you. The contract services will be provided by Community Partnerships of Idaho, Inc. through QMRP professionals who will develop, implement, and monitor the participant's habilitation programming in your certified family home. It is important for you to know:

- There will not be any interruption in any services provided to the participant living in your home as a result of implementing this contract.
- IDAPA Rules will be submitted to publish as temporary/proposed in August 2011 in IDAPA 16.03.10 which will reflect the requirement for CFH providers to affiliate with the department or its contractor for residential habilitation program coordination.
- You may expect that the contractor, Community Partnerships of Idaho, Inc. will be contacting you in June and July in order to begin preparation of implementing the services beginning August 5, 2011.
- The residential habilitation agency provider that you currently affiliate with will cease provision of residential habilitation agency affiliation services to you on August 4, 2011.
- Pursuant to your provider agreement with the Department, and in order to assure that there are no interruptions in your provision of residential habilitation services to participants, the Department and their contractor require your cooperation.
- CFH provider requirements indicted in IDAPA 16.03.19 have not changed.
- CFH providers who need Licensing and Certification assistance should contact the statewide Certified Family Home Program Manager at (208) 239-6260.

Community Partnerships of Idaho, Residential Habilitation Program Coordination

Services which will be provided as part of the contract with Community Partnerships of Idaho, Inc. include, but are not limited to the following:

- CFH Orientation & Training
- Provider Skills Training
- Training on completing CFH provider status reviews
- Access to training modules and community resources
- Provider review of implementation plans quarterly
- Assistance with Molina billing as requested
- Face to face meetings one time per year
- Training at yearly face to face meeting related to implementation plans
- Follow up phone calls to providers as needed to discuss implementation program plan changes

Resources available for Participant Assistance

Program Coordinator

A CFH provider may contact the new program coordination contractor beginning August 5, 2011, for any of the following reasons:

- A participant would like to move
- There is a change in the status of the participant prior to the end of the plan year which requires program changes
 - Contact Information:
Community Partnerships of Idaho, Inc.
Jackie Hanson, Contract Manager
(208) 376-4999 or Toll Free 1-800-850-7511

Adult Service Coordination

If a CFH provider has concerns about any participant case management or crisis need, the recommended contact for assistance is the participant's service coordinator. The service coordinator should be contacted:

- When it is necessary to change a participant's individual service plan (ISP) or specific goals or actions because of the participant's medical, psychiatric, social, educational, or other service needs.
- When the participant needs help linking with activities related to their medical, psychiatric, social, educational, or other service needs.
- When monitoring or follow up service coordination activities are necessary due to a change in the status of the participant, making it necessary to adjust the plan and arrange additional services.
- When a participant is in crisis and needs to access community resources in order to resolve a crisis.

We appreciate your services as a Certified Family Home provider for developmental disability waiver participants and your cooperation in the Department's efforts to comply with Legislative direction, while maintaining the quality and integrity of the services provided to Idaho Medicaid participants.

Sincerely,
Original Signed

LESLIE M. CLEMENT
Administrator

LMC/ksl