Field Operations Memo 2007-28
April 24, 2007

To: **Transitional Assistance Office Staff**

From: **John Augeri, Assistant Commissioner for Field Operations**

Re: **EAEDC: Rest Homes Per Diem Rate Changes**

Overview

The Division of Health Care Finance and Policy (DHCFP), the state agency that sets payment rates for residential care facilities, issued new public per diem rates for Massachusetts Rest Homes, effective March 1, 2007. Additionally, DHCFP approved a **special adjustment rate** as additional funding for Rest Homes to cover from January 1, 2007 through February 28, 2007.

Routinely, Rest Homes directly notify appropriate TAOs when there is a per diem rate change from DHCFP and identify EAEDC recipients currently living in the Rest Home. With every rate change, AU Managers must recalculate the EAEDC benefit individually for each recipient residing in the Rest Home, using the Rest Home's new rate.

Purpose of Memo

This memo:
- identifies EAEDC recipients whose Rest Home's per diem rate has changed and the corresponding rate changes that need to be made in BEACON;

- provides instructions on how to change per diem rates in BEACON and recalculate EAEDC benefits as a result of the rate change; and

- provides instructions on how to manually calculate a **special adjustment rate** retroactive from January 1, 2007 through February 28, 2007.

TAO Rest Home Rates List

A list of EAEDC recipients in Rest Homes is being e-mailed to TAO Directors and Assistant Directors with this memo. TAO Directors and Assistant Directors should save the list as a working document to be distributed to the TAO staff member with the Security role of Resource Coordinator. Only the Resource Coordinator can update the BEACON Resource window.

The list is sorted alphabetically by TAOs and includes the following information:

- TAO;

- Office;

- AU Manager;

- SSN;

- Grantee;

- Residential Facility (Rest Home);

- Street Address;

- City;

- Current Rate in BEACON;

- Rate 1/1/2007 – 2/28/2007 (the **special adjustment rate**);

- Rate Effective 3/1/2007; and

- Change (The difference between Rate Effective 3/1/2007 and Current Rate in BEACON).

TAOs with No Recipients On the List

The following TAOs have no recipients on the list: Boston Family Housing, Centralized TAFDC, Falmouth, Lowell, Malden SSI, Milford, North Adams, and Springfield Liberty.

Changing Per Diem Rates in BEACON: Resource Coordinator's Responsibilities

When Rest Homes are given a new rate from DHCFP, the per diem rate located in the Resource window Residential Facility window must be updated with the new rate by the Resource Coordinator.

To provide Rest Home per diem rate historical records for the 2007 DHCFP rate increase, the **"**Rate 1/1/2007 – 2/28/2007" **special adjustment rate** must be added to the Residential Facility window to reflect the additional funding from DHCFP for January 1, 2007 through February 28, 2007. The "Rate 1/1/2007 – 2/28/2007"must be added **before** adding the "Rate Effective 3/1/2007" to avoid overpayment of EAEDC benefits. BEACON will use the latest "Rate Effective 3/1/2007" when calculating new EAEDC benefits.

To add the **"**Rate 1/1/2007 – 2/28/2007" **special adjustment rate** and then the "Rate Effective 3/1/2007" the Resource Coordinator must go to the BEACON Resource Search window and:

- Select "Housing" from the General Service dropdown box;

- Select your TAO from the TAO field dropdown box and click on "Find";

- Locate each Rest Home by Resource Name from the list and click "Open" for each Resource;

- Check the Resource End Date field to see if the date will expire prior to 02/28/2008. If the End Date will expire before this date, change the End Date to 02/28/2008;

- Go to the Residential Facility tab;

- Click on the Public Per Diem Rate popup button;

- Add the "Rate 1/1/2007-2/28/2007" **special adjustment rate amount** to the rate field from the list, effective 01/01/2007;

- Enter 01/01/2007 in the "From Date" field;

- Click on "Save" then Close;

Changing Per Diem Rates in BEACON: Resource Coordinator's Responsibilities (continued)

- Add a comment to the Resource tab which states "Rate 1/1/2007-2/28/2007," **the special adjustment rate** amount and its effective date 01/01/2007, in the Comments section, as a record for the Rest Home per diem history;

- Click on Validate to validate the Resource Address;

- Click on "Save" and a note will appear which states "The end date is greater than the current fiscal year. Do you want to continue? Click on Yes;

- Click on "Save";

- Return to the Residential Facility tab;

- Click on the Public Per Diem Rate popup button;

- Add the current per diem record "Rate Effective 3/1/2007" amount to the Rate field from the list;

- Enter 3/1/2007 in the "From Date" field;

- Click on "Save";

- Click on "Validate" to validate the Resource address;

- Click on "Save" and Close;

- Note the "Rate Effective 3/1/2007" in the Resource tab Comments section;

- Click "Save." and a note will appear which states "The end date is greater than the current fiscal year. Do you want to continue? Click on Yes.

- Click on "Save" and Close

AU Manager's Responsibilities

Once the current "Rate Effective 3/1/2007" is added for each Rest Home, the Resource Coordinator must give a copy of the list to the appropriate AU Manager(s) to recalculate each EAEDC benefit and manually calculate a retroactive benefit, if appropriate.

The "Rate Effective 3/1/2007" may have been added for certain Rest Homes by the Resource Coordinator, prior to TAOs receiving the list. The "Change" column is $0.00 in this circumstance. However, EAEDC benefits may not have been subsequently recalculated. AU Managers must ensure benefits were recalculated for each recipient using the "Rate Effective 3/1/2007" and manually calculate retroactive benefits for recipients, using the "Rate 1/1/2007-2/28/2007" **special adjustment rate** from the list.

To calculate the current EAEDC benefit in BEACON:

- Go to Interview Wrap-up;

- Click on Selection, select EBC Results (see **Note** below);

- Calculate the EBC Request and Close;

- Highlight and select the benefit result from the calculation;

- Enter 03/01/2007 in the Benefit Effective Date field;

- Click on Update and Close; and

- Authorize the EBC Request following established procedures.

Note: Central Office staff updated the Residential Facility window for certain Rest Homes in the Brockton, Dorchester, Lawrence, Newmarket Square, and Plymouth TAOs. As a result of the updates, in the Interview Wrap-up workflow the "Nonfinancial" dropdown caret appears. To increase EAEDC benefits for affected recipients, the AU Manager must open the caret and select the "Residential Facility Type: Licensed Residential Facility" option before clicking on "EBC." The "Rate Effective 3/1/2007" will be used for these recalculations.

BEACON will generate an EBC "Cash Change" notice to the recipient. The notice will appear in Document History.

AU Manager's Responsibilities: Retroactive Benefit Manual Calculation

In order to reflect the rate increases for Rest Homes approved by DHCFP retroactive to January 1, 2007, AU Managers must manually calculate retroactive EAEDC benefits for 1/1/2007 through 2/28/2007 for recipients, where appropriate, and issue Supplemental Payments to them.

Step 1: Determine the **retroactive benefit** amount for January, 2007:

- Determine what the recipient's benefit should have been for January, 2007:

  1. Locate the Rest Home "Rate 1/1/2007-2/28/2007"**special adjustment rate** from the list;
  2. Multiply that rate times 7 days;
  3. Multiply the result times 4.333 weeks;
  4. Add $60.00 Personal Needs Allowance (PNA);
  5. Subtract the recipient's income received in January, 2007:
     - Go to the Results Tab;
     - Highlight and select the Benefit Effective for January, 2007;
     - Click on the Financial Tab; and
     - Click on the Gross Income caret to obtain recipient's total Gross Income.

- Determine the recipient's actual benefit for January, 2007:

  1. Go to the Benefit History Tab;
  2. Scroll to the January Cyclical benefits; and
  3. Add the two cyclical benefit amounts.

- Subtract the recipient's actual January, 2007 benefit from the **retroactive benefit** amount. The result is the Supplemental Payment for January, 2007.

Step 2: Determine the **retroactive benefit** amount for February, 2007 using the same procedures listed above for January, 2007.

Step 3: Add the Supplemental Payment results from Steps 1 and 2. The result is the total **retroactive benefit** amount due the recipient for the "Rate 1/1/2007-2/28/2007" **special adjustment rate** benefit.

AU Manager's Responsibilities: Issue Retroactive Supplemental Payment	To issue the retroactive Supplemental Payment, the AU Manager must go to the AU Program Administration workflow and in the Related Benefit window: • Select "Retro Payment for Supplement" from the Benefit Type dropdown box; • Enter the calculated Supplemental Payment amount in the Benefit Amount field; • Enter the date of the manual calculation in the Benefit Date field; • Enter 01/01/2007 in the Retroactive Period Start Date field; • Enter 02/28/2007 in the Retroactive Period End date field; • Click on Add; • Click on Finish; • Go to Interview Wrap-up; and • Select and authorize the Related Benefit request. The TAO Director or designee must authorize the Related Benefit Supplemental Payment. Once the Related Benefit Supplemental Payment is authorized by the TAO Director/designee, BEACON will generate a Related Benefit Notice to the recipient. The notice will appear in Document History.
Completion of the Per Diem Rate Changes	TAOs must complete the per diem rates changes, recalculate the current benefit and issue a retroactive supplemental payment, if appropriate, for recipients on the list **no later than May 3, 2007**.
Questions	If you have any questions, please have your Hotline designee call the Policy Hotline at 617-348-8478.