

# *Home and Community Based Services Manual*

7.00

APPENDIX 6

## MFP APPROVAL NOTICE

The Money Follows the Person Demonstration (MFP) Approval Notice provides notification to the Transition Coordinator (TC) of the participant's eligibility for MFP enrollment. The notice includes information necessary for the TC to continue transition planning and ensure the participant's health, safety and welfare needs are addressed appropriately.

### INSTRUCTIONS:

This form is completed by the MFP/Regional Coordinator (MFP/RC).

- Enter participant's name and DCN.
- Enter date the notice is completed.
- Enter date participant's eligibility for MO HealthNet benefits will be reviewed.
- Enter participant's reported income.
- Enter location and type of housing preferred by participant, along with any other details known.
- Enter any details regarding substance abuse history.
- Enter criminal history information that could impact transition.
- Provide details regarding any challenges to the participant's ability to transition to a community setting, including emergency plans, financial issues, housing, etc.
- Enter financial concerns that may need to be addressed, including living expenses, etc.
- Enter any community supports needed by the participant.
- Enter participant's health conditions and issues.
- Enter details regarding need and eligibility for Home and Community Based Services (HCBS).
- Indicate whether facility staff supports participant's ability to transition, along with any details available.
- Include any miscellaneous details that may be appropriate for transition planning.
- Enter the MFP Regional Coordinator (MFP/RC) name, phone number and e-mail address.

### DISTRIBUTION:

The MFP Approval Notice shall be forwarded to the TC, along with a copy of the completed Participation Agreement. A copy shall also be provided to MFP oversight staff in Central Office and the MFP/RC's supervisor. A copy shall be uploaded to the participant's case record in the HCBS Web Tool.