

Home and Community Based Services Manual

7.00

APPENDIX 7

OMBUDSMAN MFP REFERRAL INSTRUCTIONS

The Missouri Long-Term Care Ombudsman Program (LTCOP) recruits and trains volunteers that visit residents in all types of long-term care facilities. These volunteers may interact with residents in Skilled Nursing Facilities (SNF) that express a desire to return to the community. When that happens, the volunteer contacts the Regional Ombudsman Coordinator (ROC) and a Money Follows the Person Demonstration (MFP) referral is made on the resident's behalf.

INSTRUCTIONS:

Fax To Section is completed by the ROC to include their name, telephone and fax numbers, and the date completed.

Referral Section is completed by the ROC:

- Enter facility name, address, and telephone number.
- Enter resident's name, date of birth, SSN, and DCN.
- Enter date resident entered the facility.
- Enter resident's health conditions and other information that could impact the ability to return to a community setting. Additional pages may be attached, if necessary.

Disposition Section is completed by the MFP Regional Coordinator (MFP/RC) **within 30 days** of the date of referral:

- Indicate if resident is eligible and date of enrollment for MFP services.
- Indicate if resident is not enrolled in MFP and check all applicable reasons.
- Indicate if participant is approved for MFP **but does not meet** level of care (LOC) to receive Home and Community Based Services (HCBS).
- Enter the MFP/RC's name and telephone number.

Comments may be entered by the ROC and/or the MFP/RC as necessary. Information could include details on the resident's community support network, resources needed, potential challenges to transition, etc. Additional pages may be attached, if necessary.

DISTRIBUTION:

Upon completion by the ROC, the referral is faxed to MFP oversight staff in Central Office to be forwarded to the appropriate MFP/RC.

At disposition, the MFP/RC shall fax a copy back to MFP oversight staff, and ensure a copy is uploaded to the participant's case record in the HCBS Web Tool, when applicable.

MFP oversight staff in Central Office shall provide a copy of the completed form to State LTCOP staff.

State LTCOP staff shall provide a copy of the completed form to the ROC.