

EMC DIRECTIONS

STOP: Please read entire sheet before submitting any paperwork

1. Forms to be completed by provider agency representative (i.e., case manager). Submit with required attachments to the MHR SB Program Coordinator. Specific instructions listed on individual forms.
 - a. Applying for EMC subsidy
 - EMC Application
 - Authorization for Release of Information
 - Current verification of income or application of benefits
 - b. Changes in EMC subsidy
 - i. Transferring existing EMC subsidy to another home
 - EMC Change of Criteria form
 - Authorization for Release of Information
 - ii. Terminating existing EMC subsidy
 - EMC Change of Criteria form
 - iii. Other
 - EMC Change of Criteria form
 - Applicable attachments to support change request (i.e., updated verification of income)
2. Expectations for provider agency representative assisting in an EMC application and/or providing ongoing community support:
 - a. Ensure the following required records are current and on file at Adult Care Facility (ACF) at all times. It is suggested that copies are kept at the agency.

<u>Required Record</u>	<u>Initial Deadline</u>	<u>Updates Required</u>	<u>Notes</u>
Mental Health Plan for Care	Prior to admission	Annually	Complete in collaboration with resident & ACF
Health Assessment	Within 14 days of admission	Annually	Designation of assistance with appointment setting/transportation to be listed in plan of care
Current TB test	Within 48 hours of admission	Annually	Designation of assistance with appointment setting/transportation to be listed in plan of care
Residential Agreement	Prior to admission	Per change/as needed	Completed/signed by resident/guardian & ACF

- b. Track changes in benefits/residence. Immediately report changes to MHR SB Program Coordinator.
 - c. Monitor compliance with ACF rules ([OAC 3701.20](#)), Mental Health Plan for Care, Residential Agreement, and spending allowance. Report problems/concerns using an ACF Quality Checklist.
 - d. Gather information, as requested by ICAN, for annual EMC recertification.
3. Please contact the MHR SB Program Coordinator at (330) 455-6644 with any questions.

Failure to comply with EMC procedures & directions may affect an EMC subsidy and could result in housing problems