



## EMC PROCEDURE FOR ADULT CARE FACILITIES

1. In order to request the EMC subsidy, a current or prospective resident and his/her case manager (CPST) must obtain an EMC application (available at starkmhrs.org). The application should only be submitted if the Adult Care Facility (ACF) has agreed to accept the consumer. The resident & CPST should immediately complete the application, as directed by the instructions, and submit with required attachments to the Mental Health & Recovery Services Board of Stark County (MHRSB) Program Coordinator.
2. Once authorized, the Program Coordinator will forward the application to ICAN's EMC Administrator. The EMC Administrator will process the application and submit a contract to the ACF. No contract shall be signed without the prior approval from MHRSB. Criteria will include:
  - a. The ACF shall be board approved.
  - b. The resident shall be a public mental health consumer receiving services from at least one MHRSB provider organization.
  - c. The resident shall be an official resident of Stark County.
  - d. A current Mental Health Plan of Care shall be in place for the resident.
  - e. A current signed and dated Residential Agreement, which reflects a monthly spending allowance of \$65.00, shall be present.
  - f. The resident is not a recipient of Residential State Supplement (RSS).
  - g. The resident has income/benefits (or is in the process of applying for benefits) that do not exceed \$789/month.
3. A board-approved ACF shall be eligible to receive no more than the EMC subsidy cap for each qualified resident (\$650 per month for Type I, and \$725 for Type II). The cap is defined as the amount of EMC payable to the ACF, including resident rent. Type I is defined as a home providing 18-23 hours of staff supervision. Type II is defined as a home providing 24 hours of staff supervision. Homes with less than 18 hours of supervision are ineligible for board approval. The ACF will only be eligible for the reimbursement amount indicated on the EMC contract. A new EMC contract will be required for each income change.

*The EMC subsidy shall amount to the difference between the resident's contributions from his/her own funds, less the \$65.00 spending allowance and the ACF's eligible subsidy amount.*

4. The ACF shall submit a separate monthly invoice for each home to ICAN, including all residents approved for the EMC subsidy, between the first and the fifth (5<sup>th</sup>) of the month subsequent to service. The new EMC billing forms (updated 08/05) shall be used. **Failure to submit the invoice by the due date will result in non-payment of the subsidy.** EMC Subsidy reimbursement checks will be issued to the ACF by ICAN no later than the eighteenth (18<sup>th</sup>) of the month subsequent to service.
5. ICAN shall submit to MHRSB the EMC billing invoice by the tenth (10<sup>th</sup>) of the month subsequent to service. **Failure to submit billing in the noted time frame will result in non-payment of the subsidy.** ICAN will receive payment within 30 days of the receipt of the EMC invoice.
6. MHRSB will compare resident information in their database with those on the ICAN's invoice prior to payment. Discrepancies will be researched and resolved before payment is approved. MHRSB will not approve payment for residents who have not been previously approved for EMC.
7. To ensure continued EMC eligibility, the resident & CPST shall submit an Authorization for the Release of Information and current income verification to ICAN each year. Concurrently, the resident, CPST, and ACF shall complete an updated Mental Health Plan for Care.
8. If the ACF Operator assists in the management of a resident's spending allowance, he/she shall document each time the resident receives money by having the resident sign for each transaction.
9. The CPST shall monitor compliance with the Plan of Care, Residential Agreement, and spending allowance. They shall report any digressions by submitting an ACF Quality Checklist to his/her supervisor, who shall in turn forward it to the MHRSB Program Coordinator.
10. The ACF Operator shall report to the MHRSB Program Coordinator any problems or difficulties with these procedures. The ACF Operator shall attempt to resolve issues outside the scope of these procedures directly with the agency, according to their procedures, prior to contacting MHRSB.
11. MHRSB shall be kept apprised of the need for transfer or termination of an EMC subsidy. The resident shall work in conjunction with the CPST to submit an EMC Change of Criteria form. Failure to submit this form may result in reduction of subsequent EMC reimbursement(s) to the facility.