Aging and Disability Resource Center (ADRC) Readiness Review Checklist
For Statewide Medicaid Managed Care Long-Term Care Program (SMMC LTC)

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	ADRC Readiness Review for SMMC LTC	Achieved	Not Achieved	Pending
1.0	**PLANNING AND PREPARATION**			
1.1	**Organization and Governance**			
1.1.1	The ADRC Board of Directors demonstrates an understanding of the ADRC role under SMMC LTC and is actively functioning in the capacity of the governing body of the ADRC. *Review meeting minutes and correspondences reflecting board's involvement in development, review, and approval of the ADRC staffing plan, transition plan, and policies and procedures.* **Comments:**			
1.1.2	The ADRC has an effective local coalition workgroup, involved in development of the annual improvement plan, including the integration of SMMC LTC. *Review meeting notes, correspondences, and other relevant documentation.* **Comments:**			
1.1.3	The ADRC has developed a staffing plan that includes the roles and responsibilities of staff for SMMC LTC, including Medicaid Administrative Claiming; Medicaid Waiver Specialists; Intake and Screening; and Information and Referral staff. *Review staffing plan, position descriptions, and any other relevant documentation.* **Comments:**			
1.1.4	The ADRC has developed a transition plan that includes actions necessary to implement a system to achieve the SMMC LTC transitioning services in coordination with the Department. *Review the transition plan, as well as policies and procedures.* **Comments:**			
1.1.5	The ADRC has effective partnerships and working relationships with Comprehensive Review and Assessment for Long-Term Care Services (CARES), and the Department of Children and Families (DCF). *Review collaborative agreements and documentation of collaborative efforts, including evidence of regular meetings.* **Comments:**			
1.1.6	The ADRC has current memoranda of agreement with ADRC partners (CARES and DCF) to assist in accomplishing medical eligibility and financial eligibility, and facilitate SMMC LTC transition activities, including transfer of recipient information.			

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	Review ADRC agreements. *Comments:*			
1.1.7	The ADRC has an updated Medicaid eligibility flowchart that identifies the duties, responsibilities and activities of the ADRC staff, DCF staff, CARES, and the Agency for Health Care Administration's enrollment broker which provides for coordination between the partners. *Review functions flowchart to ensure it reflects the current status of proposed operation.* *Comments:*			
1.1.8	The ADRC has updated its organizational chart outlining levels of authority for ADRC operations, including CARES, DCF Automated Community Connection to Economic Self Sufficiency (ACCESS), and ADRC functions. *Review organizational chart.* *Comments:*			
	PLANNING AND PREPARTION			
1.2	***Recipient Transition***			
1.2.1	The ADRC has amended referral agreements with case management agencies to incorporate activities related to transitioning of current Medicaid Waiver recipients to SMMC LTC. *Review referral agreements and other relevant documentation.* *Comments:*			
1.2.2	The ADRC is working with case management agencies to provide care plans for upload to a FTP site prior to the PSA's transition to SMMC LTC. *Review referral agreements and other relevant documentation.* *Comments:*			
2.0	***TRANSITION***			
2.1	***Policies and Procedures***			
2.1.1	The ADRC has established policies to address advocacy and intervention for recipients who are unable to represent themselves and seek such assistance, including appropriate referrals to the Enrollment Broker for SMMC LTC. *Review policies and procedures, and REFER data.* *Comments:*			
2.1.2	The ADRC has established procedures to ensure the maintenance and update of the Information and Referral Database, including			

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	all referral sources for SMMC LTC. *Refer policies and procedures, and resources in REFER data base.* **Comments:**			
2.1.3	The ADRC has updated the grievance procedures to incorporate instructions on how to file complaints with the Managed Care Organization. *Review grievance procedure.* **Comments:**			
	TRANSITION			
2.2	***Operational Capacity***			
2.2.1	The ADRC has made necessary adjustments to assigned staff to perform the following functions: administration and supervision; reception and clerical; public awareness and outreach; information and referral/assistance; interpretive services; assistance with Medicaid application for eligibility long-term care options counseling; long-term care program education; intake and screening; triaging; re-contacting Individualss upon DepartmentSMMC LTC APCL Release; transmittal of Level of Care and 2515; data entry; database management; and LAN administration *Review staffing plan and any other relevant documentation, indicating adjustments to functions for SMMC LTC.* **Comments:**			
	TRANSITION			
2.3	***Training***			
2.3.1	ADRC staff responsible for performing ADRC functions under SMMC LTC received training, including long-term care program education, new screening tool, and screening adults with disabilities age 18 and above, seeking services through the SMMC LTC. ADRC staff received training on assisting individuals with the Medicaid eligibility application process with DCF, and with obtaining financial documents and3008 - Medical			

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	Certification for Nursing Facility/Home and Community-Based Services Form. *Review documentation of staff training, including rosters, and certificates.* ***Comments:***			
2.3.2	The ADRC received training to address maintaining and updating Enrollment Management System (EMS), release data (CIRTS). *Review training rosters, agendas, materials, etc.* ***Comments:***			
2.3.3	The ADRC is providing local training for all ADRC staff, partners, and stakeholders in accordance with the ADRC's training plan. *Review training plan, training schedule, training documents, including agendas, handouts and evaluation forms, and attendance rosters.* ***Comments:***			
3.0	***IMPLEMENTATIONAND OPERATION***			
3.1	***ADRC Functions***			
3.1.1	The ADRC functions are being conducted in accordance with the approved transition plan. *Conduct operational review and observe staff performance.* ***Comments:***			
3.1.2	Information and Referral: The Elder Helpline has an adequate number of trained staff, and operates in accordance with the AIRS Standard for Professional Information and Referral Services, and serves as barrier-free access for individuals seeking assistance, including SMMC LTC. *Review documentation of I&R staff referral activities, including data base resources, and call data. Observe operations.* ***Comments:***			
3.1.3	Intake and Screening, and Rescreening: The ADRC has trained staff administering the Department-approved intake and screening tools to gather information about individuals applying for publicly funded long-term care services, and screen for potential Medicaid eligibility. Staff also provides screening for eligibility for non-Medicaid and non-public assistance services. The ADRC is conducting annual re-evaluation of individuals on the APCL.			

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	Review documentation Intake and Screening staff activities, including Refer data, and completed screens in CIRTS. Observe function performed. ***Comments:***			
3.1.4	Medicaid Nursing Facility Intake: The ADRC has trained staff conducting uniform intake as required by Department and entering information into CIRTS for individuals in the community who are seeking Medicaid nursing facility services. *Review documentation Intake and Screening staff activities, including completed screens in CIRTS. Observe function performed.* ***Comments:***			
3.1.5	Long-Term Care Program Education (LTCPE): The ADRC has trained staff conducting LTCPE, including Medicaid Outreach activities and other educational activities directed by the Department for SMMC LTC. ADRC staff provides consistent and uniform information about the SMMC LTC enrollment process in a manner appropriate to the individuals' communication needs, and facilitates access to Medicaid eligibility by informing eligible or potentially eligible individuals, their families, and the community about Medicaid covered services and how to obtain them. *Review documentation of staff activities. Observe operations.* ***Comments:***			
3.1.6	Medicaid Eligibility Application Assistance: The ADRC has trained staff conducting administrative activities that facilitate and expedite individuals' applications for determination of eligibility and participation in SMMC LTC. These activities assist individuals to become eligible or maintain eligibility for Medicaid. This activity includes assisting individuals in gathering information (3008 - Medical Certification for Nursing Facility/Home and Community-Based Services Form) and completing the application for Medicaid benefits eligibility. This activity is 100 percent (100%) allowable as administration. *Review documentation of staff activities, including REFER and CIRTS screens. Observe function performed.* ***Comments:***			
3.1.7	Transmittal of Level of Care and 2515: The ADRC has trained staff responsible for transmitting the level of care and the Form 2515 (Certification of Enrollment Status Home and Community Based Services) to DCF according to Department policy.			

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	Review documentation of staff activities, including REFER and CIRTS screens. Observe function performed. *Comments:*			
3.1.8	Re-contacting Individuals Upon Department SMMCLTC APCL Release: The ADRC has trained staff to conduct follow-up contact with individuals released by the Department from the APCL and to update the recipient's APCL status. *Review documentation of staff activities, including CIRTS screens. Observe function performed.* *Comments:*			
	IMPLEMENTATIONAND OPERATION			
3.2	*ADRC Operations*			
3.2.1	The ADRC is operating in accordance with current memoranda of agreement with ADRC partners (CARES and DCF) to assist in accomplishing medical eligibility and financial eligibility, and facilitate SMMC LTC transition activities, including transfer of recipient information. *Review documentation, including agreements and flowcharts. Observe function performed.* *Comments:*			
3.2.2	The ADRC has a tracking mechanism in place to document the length of time it takes to complete the eligibility determination process to access long-term support. *Review operational procedures and protocols, and data.* *Comments:*			
3.2.3	The ADRC has implemented performance and quality assurance standards. *Review operational procedures and protocols.* *Comments:*			
3.2.4	The ADRC has established criteria to address consumer satisfaction, including the collection and use of consumer satisfaction data to improve services. *Review survey data.* *Comments:*			

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3.2.5	The ADRC has implemented outreach and education strategies to increase targeting effectiveness to individuals who are low-income and multi-cultural, and to adults with disabilities, increasing awareness and access to Medicaid resources. _Review outreach and education plan, and materials._ **Comments:**			
3.2.6	The ADRC has enhanced data management capability to support SMMC LTC. _Review relevant documentation._ **Comments:**			