



**DEPARTMENT OF HUMAN SERVICES AND OMBUDSMAN OFFICE FOR THE  
INSTITUTIONALIZED ELDERLY**

**FEDERAL INITIATIVE: MONEY FOLLOWS THE PERSON (MFP) DEMONSTRATION  
PROJECT**

**NEW JERSEY'S MFP PROGRAM: "I CHOOSE HOME NEW JERSEY"**

**EFFECTIVE DATE: July 1, 2014**

**DATE ISSUED: July 1, 2014**

- I. TITLE: Risk Review Form**
- II. PURPOSE: To establish a process by which MFP participant's health and safety needs can be addressed as a result of the completion of the Quality of Life (QOL) Survey process.**
- III. SCOPE: All MFP Participants Receiving Managed Long Term Services and Supports (MLTSS)**
- IV. POLICIES:**
  1. Every MFP state must administer, to the Centers for Medicare and Medicaid Services' (CMS)' full specifications, the Quality of Life Survey;

2. The survey must be administered within the timeframes and methodology specified by CMS;
3. Baseline Interviews:
  - a. Conducted with all individuals who participate in the MFP program;
  - b. Must be conducted prior to the participant's transition to community living.
  - c. If the participant transitions to community living, before the baseline Quality of Life survey is completed, conduct the interview within 10 days of the transition.
  - d. If the interview is not conducted within 10 days of the transition, then the individual must be dropped from the Quality of Life survey process. Baseline Quality of Life interviews conducted after the transition to the community should be extremely rare interviews and missed baseline Quality of Life interviews should not occur.
4. Follow-up Interviews:
  - a. Conduct with participants who completed a baseline Quality of Life interview;
  - b. The first follow-up Quality of Life interview should be conducted 11 months after transition;
  - c. The second follow-up Quality of Life interview should be conducted 24 months after transition.
  - d. The 11 and 24 months after transition interviews are from the initial date of transition to the community, which is when the person's 365 days of eligibility for MFP begins.

## **V. PROCEDURE:**

1. QoL surveyor reviews the MFP participant's answers to the survey questions and then completes the Risk Review Form if the participant has answered certain "trigger" questions in a manner that indicates there may be a health and safety issue as defined by the Risk Review Form.
2. QoL surveyor submits the Risk Review Form along with the survey to the MFP Project Director.
3. The MFP Project Director reviews and logs the survey and the Risk Review Form into the MFP database and forwards the Risk Review Form to the MFP Quality Assurance Specialist.
4. The MFP Quality Assurance Specialist (QAS) reviews the Risk Review Form and proceeds as follows for Older Adults and individuals with physical disabilities receiving MLTSS:
  - a. MFP QAS contacts Managed Care Organization (MCO) MFP Liaison by e-mail to report issues related to health and safety as identified by the Risk Review Form. The Risk Review Form is sent as an attachment with the e-mail;

- b. MCO MFP Liaison contacts the individual's MCO Care Manager who will contact the individual to discuss the answers that triggered the Risk Review Form;
  - c. MCO Care Manager will relay their findings, actions and outcomes to the MCO MFP Liaison who will contact the QAS to report same within thirty (30) days of the receipt of the Risk Review Form;
  - d. MFP QAS will document findings, actions and outcomes in the Risk Review Form database and in the individual's MFP case file;
  - e. The MFP QAS will provide follow up as needed.
5. The MFP QAS will maintain a tracking system to capture the following data:
- a. Name of MFP participant;
  - b. Date Risk Review Form was received;
  - c. Date Risk Review Form was forwarded to appropriate staff;
  - d. Date outcome and resolution information was received;
  - e. Outcome and resolution information;
  - f. Follow up comments;
  - g. Analyze the data and create semi-annual reports to determine areas of improvement with regard to service delivery.

**NOTE:** This procedure only applies to the Quality of Life surveyors who contract with NJ's MFP Program through the Division of Developmental Disabilities. It is the expectation that the DoAS Community Choice Counselors, when completing the baseline Quality of Life surveys with an MFP eligible participant prior to discharge from the skilled nursing facilities (NF), address any health and safety issues that may become evident with the appropriate NF staff and/or other authorities that oversee the NF.