

Civil Money Penalty (CMP) Reinvestment Application Template

Coronavirus Disease 2019 (COVID-19)

Communicative Technology Request

Instructions

The Centers for Medicare & Medicaid Services (CMS) has issued Guidance for Infection Control and Prevention of COVID-19.¹ This guidance directs nursing homes to significantly restrict visitors and nonessential personnel to protect nursing home residents. Recognizing that visitor restrictions may be difficult for residents and families, CMS has developed this application template for requests for the use of Civil Money Penalty (CMP) Reinvestment funds to provide residents with adaptive communicative technologies.

Applicants shall submit this CMP Reinvestment Application to the applicable state agency (SA). The SA shall make a determination on the potential of the project to benefit nursing home residents and improve their quality of care or quality of life. The applicant will be notified by the SA about a funding decision, and applicants may contact the applicable SA with questions about their CMP Reinvestment Application.

NOTE: This template can only be used for communicative technology and accessories for nursing homes.

Examples of allowable uses of CMP Funds for communicative technologies and accessories

Devices	Accessories
<ul style="list-style-type: none">• iPad or iPad Mini• Amazon Echo Show• Kindle Fire• Microsoft Surface• Samsung Galaxy Tablet	<ul style="list-style-type: none">• Protective covers that can be cleaned and disinfected• Assistive/adaptive equipment• Tripods (floor or table top)• Headphones• Tablet cleaning and disinfection products that are in accordance with recommendations of the device manufacturer
<ul style="list-style-type: none">• Facebook portal• Or any other device	

Prohibited expenses include but are not limited to:

- Travel
- Internet or software subscription fees
- Administrative fees

¹ <https://www.cms.gov/files/document/3-13-2020-nursing-home-guidance-covid-19.pdf>

- Indirect Cost. For example: federally determined indirect (facilities and administrative-F&A) costs such as staff fringe benefits or facility maintenance.

1. Project and Applicant Requirements to use the Communicative Technology Application Template.

Projects must:

- Directly address the need for virtual visits as a replacement for in-person visits.
- Fall within the following parameters for use of funds:
 - Funds must only be used to purchase the types of devices and accessories described above.
 - Devices must enable residents to have virtual social and telehealth visits.
 - Devices can be shared among residents (e.g., 1 device per 7-10 residents). Facilities will not be permitted to purchase personal devices for each resident.
 - Maximum use of \$3,000 per facility with exceptions allowable on a case by case basis (e.g., for facilities with a large number of residents).

Applicants must:

- Provide the total number of facilities proposed to receive devices/accessories (if the application covers multiple nursing homes), total cost per facility, number of residents per facility, cost per unit/item, number of units/items, and the total cost of the project.
- Provide a line-item budget for any objects or services for which CMP funding is requested. Do not include prohibited items described above.
- Ensure appropriate infection prevention and control practices. Devices should not be shared between COVID-19 positive (or suspected) and other residents (i.e., COVID-19 negative or observation status). Prior to submitting an application, review the electronic device and/or wipeable cover manufacturer's instructions for cleaning and disinfection to ensure this guidance exists and the facility can be compliant. Devices must be cleaned and disinfected between resident use. Review the EPA's Disinfectant List for Use Against SARS-CoV-2 to determine if the disinfectant listed in the manufacturer's instructions are listed.

2. Eligibility Guidelines – confirm this project meets criteria outlined in Section 1.

Yes No

3. Applicant Contact and Background Information

Organization Contact Information	
Contact:	
Name:	
Phone:	

Email:	
Address:	
State:	

4. Total CMP Fund Request Amount [TEXT BOX]

Note: this amount should match the total cost of the items in section 5 below, in addition to items in the addendum (section 7).

5. Budget

Applicants must provide a line-item budget for all items, broken down per facility, for which CMP funding is requested. All items must directly relate to virtual communication by residents.

Facility Name	CMS Certification Number (CCN)	Number of Certified Facility Beds	Type of Device (e.g., Tablet, Webcam)	Cost per Device	Number of Devices	Total Cost per Facility
TOTAL PROJECT COST						

If the project includes more items than will fit in the table above or the addendum section below, please provide a complete record in an Appendix.

6. Attestation Statement

CMP funds have been provided for the express purpose of enhancing quality of care and quality of life in nursing homes certified to participate in Title 18 and Title 19 of the Social Security Act. By signing below, you are confirming that everything stated in this application is truthful and you are aware and in compliance with the CMP project and applicant requirements.

Name of the Applicant (print): [TEXT BOX]

Date of Signature: [TEXT BOX]

Signature of the Applicant:

7. Optional Addendum to Application Template Budget

Applicants must provide a line-item budget for all items, broken down per facility, for which CMP funding is requested. All items must directly relate to virtual communication by residents.

[illegible]

Facility Name	CMS Certification Number (CCN)	Number of Certified Facility Beds	Type of Device (e.g., Tablet, Webcam)	Cost per Device	Number of Devices	Total Cost per Facility
TOTAL PROJECT COST						

CMP Application for Communicative Technology Requests
Frequently Asked Questions (FAQs) for State Medicaid Agencies

1. What is the application for communicative technology?

The Centers for Medicare & Medicaid Services (CMS) has issued Guidance for Infection Control and Prevention of COVID-19.¹ This guidance directs nursing homes to significantly restrict visitors and nonessential personnel to protect nursing home residents. Recognizing that visitor restrictions may be difficult for residents and families, CMS has developed this application template for requests for the use of Civil Money Penalty (CMP) Reinvestment funds to provide residents with adaptive communicative technologies.

2. Will applications requesting CMP funds for communicative technology be expedited?

State agencies can approve applications that meet the defined CMS parameters without review by CMS. CMS anticipates that this process will reduce the amount of time needed to review and approve the use of funds for communicative technology.

The purpose of this application is to provide a template to potential applicants so they provide all the required information for the State Agency to make a timely determination on the request for the use of funds.

3. When can States approve CMP applications without CMS review?

States must first retain 60% or \$1M (whichever is lowest) of their available CMP funds for emergencies. If they have not retained this amount, they must send an email to their CMS Branch Office confirming they will hold this amount in reserve.

Applications must meet all the following criteria.

- A. Applications must be on the COVID-19 Communicative Technology Application Template.
 - If the application is for communicative technology but is not on the template, the state may follow up with the applicant to request they resubmit on the template.
- B. Applicants must only include requests for funds to purchase communicative technology devices (e.g. iPads, tablets, webcams) and accessories (e.g. headphones, protective covers).
 - The application should not include requests for items identified as prohibited (travel, administrative costs).

¹ <https://www.cms.gov/files/document/3-13-2020-nursing-home-guidance-covid-19.pdf>

- C. Devices should be shared among residents, with a ratio of 1 device to 7-10 residents. Facilities will **not** be permitted to purchase personal devices for any resident. Devices should not be shared between COVID-19 positive (or suspected) and other residents (COVID-19 negative or observation status). Devices must be cleaned and disinfected between residents.
- D. Facilities may use up to \$3,000 for communicative technology. Applications or requests for exceptions could be considered in certain circumstances, such as in the case of a facility with a large number of residents. These applications should be forwarded to the CMS LTC Branch to be reviewed on a case by case basis.

4. When should the SA deny an application:

- A. Devices must be able to support both virtual social and telehealth visits (e.g. the devices must connect to the internet, have appropriate installed software such as FaceTime or GoogleMeet).
 - If the application does not indicate that the technology can or will be used to facilitate such visits, the application should be denied by the SA.

5. What if an applicant fails to use the CMP COVID-19 Communicative Technology Application Template?

Communicative technology applications submitted via formats other than the provided CMP COVID-19 Communicative Technology Application Template can **NOT** be approved by the State. These applicants should be provided a copy of the correct template and advised to resubmit their request.

6. What are examples of devices that promote virtual visits?

Devices
<ul style="list-style-type: none">• iPad or iPad Mini• Facebook portal• Amazon Echo Show• Kindle Fire• Microsoft Surface• Samsung Galaxy Tablet• Or any other device

7. What are examples of allowable accessories?

Accessories
<ul style="list-style-type: none">• Protective covers that allows for cleaning and disinfection

- Cleaning and disinfection products in accordance with recommendations of the device manufacturer; Review the EPA's Disinfectant List for Use Against SARS-CoV-2 to determine if the disinfectant listed in the manufacturer's instructions are listed
- Headphones (for individual use)
- Assistive/adaptive equipment
- Tripods (floor or table top)

8. How can an applicant determine that the devices can be used to enable virtual visits?

The applicant should determine if facility has internet and WIFI (if WIFI is necessary for the design of the program). The applicant should also determine what software will be used for the virtual visits. Examples of free software are below.

Free software options

- WhatsApp (international)
- FaceTime (Apple)
- Google Meet
- Facebook Messenger
- Skype

9. What expenses are prohibited for communicative technology requests?

These applications are for devices and accessories only. Prohibited expenses include:

- Travel
- Internet or software subscription fees
- Administrative fees
- Indirect Costs. For example: federally determined indirect (facilities and administrative-F&A) costs such as staff fringe benefits or facility maintenance.

10. How can a facility prevent the transmission of COVID-19 in the facility while using electronic devices?

Ensure appropriate infection prevention and control practices. Devices should not be shared between COVID-19 positive (or suspected) and other residents (i.e., COVID-19 negative or observation status). Prior to submitting an application, review the electronic device and/or wipeable cover manufacturer's instructions for cleaning and disinfection to ensure this guidance exists and the facility can be compliant. Devices must be cleaned and disinfected between resident use. Review the EPA's Disinfectant List for Use Against SARS-CoV-2 to determine if the disinfectant listed in the manufacturer's instructions are listed.

Facilities should consider:

- Does the device and accessory manufacturer describe how the items can be cleaned and disinfected between uses?
- Does the manufacturer include the use of a disinfectant that is on the EPA's [List](#) for Use Against SARS-CoV-2?
- How will the facility train and monitor nursing home staff responsible for disinfecting devices and accessories after resident use?

11. What must be included in the application budget (Application Template Section 5)?

Applicants must provide a line-item budget for all devices (e.g. tablet, webcam) and accessories, broken down per facility for which CMP funding is requested.

12. How should funds be tracked by states?

In accordance with 42 CFR 488.433, states shall maintain a list of all nursing homes receiving CMP reinvestment funds for communicative devices during the COVID-19 Public Health Emergency. This information should be entered into the Annual CMP Reinvestment Tracker completed by each state.