



3 West Road | Virks Building | Cranston, RI 02920

Application Process for Category D and Category F

Individuals who reside in a Medicaid-funded ALR may be eligible for enhancements to their income to assist in paying for their stay. There are two enhancements available in Rhode Island to Assisted Living residents - Category D and Category F. Category D is an enhancement to a person's income when their income is below a threshold set by the Social Security Administration (SSA). Category D is available to residents who are income eligible. Category F is available to residents who, based on an assessment, have increased needs and have been determined to require an enhanced level of services. The application processes are separate and described below. A resident may be eligible either or both benefits.

Category D – Increased payment to client based on income:

- Upon assessment by Office of Healthy Aging (OHA) case worker, a determination is made that the individual's income is below the threshold set by SSA. A Category D Assessment form -is completed in full and signed by either the attending physician, PA, nurse practitioner or the OHA case manager. ALR settings should not be completing this form due to conflict of interest issues but can assist with obtaining assessment from providers.
- The Category D assessment should be completed as soon as possible after identifying a possible eligible resident. The assessment should be completed in full, with special consideration given to sections on move in date, needs of resident, need for placement, and appropriateness of placement.
- Category D begins on the first of the month following the date of submittal of a complete application, if SSA deems the person financially eligible.
- The completed Category D assessment and Category D Form should be e-mailed to the Office of Community Programs (OCP) via secure e-mail to OHHS.ocp@ohhs.ri.gov
- OCP will review and approve, if appropriate. If the Category D assessment submitted is incomplete or appears to be inappropriate, the application will be returned with requested information and/or reason for denial. Applications that are incomplete will be held and not submitted to SSA until needed information is received.
- OCP submits Category D assessments to the regional SSA office.
- OCP maintains receipt of fax confirmation and approved Category D assessments in file for 1 year.
- Any follow up with SSA is the responsibility of client/representative/family. EOHHS has no communication with SSA after submission.
- SSA office will outreach to the individual requesting the Category D for a telephone interview. Any communication with SSA requires either the resident to be present to give permission for advocacy or *Social Security Administration Release of Information* (Attachment 7). Contact would be with local SSA office covering ALR community.

- If resident moves out the ALR, the ALR is responsible to inform the case management agency of the discharge by completing the *Notification of Discharge Form* (Attachment 6) so that eligibility for Category D can be suspended.

Category F – Increased payment to client and ALR due to enhanced level of need:

- The certified Category F ALR will send the *Enhanced Care Referral Form* (Attachment 2) to the OHA case manager. The referral will trigger the OHA case manager to schedule a visit with the resident and the ALR to determine the need for enhanced care. The OHA case manager will assess within 10 working days.
- The OHA case manager shall complete the Category F *Enhanced Care Assessment* (Attachment 3) in conjunction with the ALR. The ALR shall provide the following information to the OHA case manager:
 - Information on increased needs: including explanation of increased needs (e.g., increased assistance with toileting, personal care cuing, behavioral redirection/interventions, and assistance with care related to diagnosis).
 - Estimated number of hours above base level of care being provided.
 - Increase in staffing or services needed to provide enhanced care level.
 - Verification that the resident is on an OHA AL program which could be in the form of DHS eligibility letter or a copy of DXC provider portal printout.
- OHA will complete an *SSI Community Supportive Living Arrangement – Category F* form (Attachment 4) and submit this along with the *Enhanced Care Assessment* (Attachment 3) to the OCP via secure email at OHHS.ocp@ohhs.ri.gov for review and submission to SSA.
- The OCP will review the request and approve or deny. If the application is submitted incomplete or appears to be inappropriate the application will be returned with requested information and/ or reason for denial. Applications that are incomplete will be held and not submitted to SSA until needed information is received.
- OCP submits Category F assessments to the regional SSA office.
- OCP maintains receipt of fax confirmation and approved assessments in file for 1 year.
- Follow up with SSA is the responsibility of client/representative/family. EOHHS has no communication with SSA after submission. The SSA office will outreach to the individual requesting the Category F for a telephone interview. Any communication with SSA requires either the Resident to be present to give permission for advocacy or an SSA release of information. Contact would be with local SSA office covering ALR community.
- If resident moves out the ALR, the ALR is responsible to inform SSA of discharge of resident, so eligibility for Category F can be suspended by completing a *Notification of Discharge Form* (Attachment 6).
- If resident moves to a non-assisted living setting or a non-Category F certified ALR the OHA case manager must notify OCP.
- OCP will notify SSA of the change in residence to stop payment.
- Category F status is reviewed at annual assessment that is conducted by the OHA case manager.