



Funding

Fundraising	70
Availability of Funds	70
Statement of Basic Principles of Funding	71
Use of Funds: Guiding Principles & Outcomes	72
Agency Funding	77
Individual Funding	81
Utilization Review and Funding Decisions	82
Ability to Pay	85

Fundraising

The Adair County SB40 Developmental Disability Board may solicit donations to further the mission of the organization through our non-profit Adair County DD Link.

Funds shall be solicited in a respectful manner and without pressure. All third parties not directly affiliated with Adair County DD Link who wish to solicit funds on behalf of the organization must acquire written permission from the Adair County SB40 Developmental Disability Board Executive Director prior to beginning any fundraising activities.

Adair County DD Link is a nonprofit 501 C3 organization and contributions made to the organization are tax deductible to the fullest extent of the law. Written tax receipts will be issued upon request and if the donor receives anything in exchange for their donation, such as dinner or event admission, the tax receipts shall clearly state what portion of the donation is tax deductible.

Any information supplied to the Adair County Developmental Disability Board or Adair County DD Link by donors will be used solely to fulfill their donation and shall not be shared for any reason unless permission is granted by the donor to share such information. All requests to remain anonymous shall be honored. Neither Adair County Developmental Disability Board or Adair County DD Link will sell or share donor lists.

Availability of Funds

Policy Background

In 1969, the Missouri Legislature passed legislation (Senate Bill 40) to allow Missouri Counties and cities not a part of counties to approve local property taxes to generate locally controlled funds for the delivery of services to persons who are developmentally disabled.

Policy Purpose

Adair County SB40 Developmental Disability Board (hereafter referred to as the "Board") has the responsibility for the administration and management of special tax revenues generated from a county-wide property tax currently set at 0.15 cents per \$100 of assessed valuation.

Policy Procedures

The Board's fiscal year is from July 1 through June 30. The Board adopts an annual budget in June/July of each year which establishes an allocation plan by which funds are budgeted by administrative and service areas in accordance with priorities set by the Board's goals and objectives. Agencies seeking funds from the Board should be aware that its funds are limited, and the competition for them is great.

Statement of Basic Principles of Funding

The following are basic principle statements of the Adair County SB40 Developmental Disability Board concerning the funding of services:

1. The Board desires to enhance, initiate and/or expand services utilizing its funds, without the possible commensurate loss of other sources of funding.
2. The Board recognizes that persons with developmental disabilities of all ages are in need of some type of service. The Board believes that for the service delivery system to be truly comprehensive in meeting the needs of people with developmental disabilities, funding responsibilities must be shared. Within the service delivery system, there are defined areas of responsibilities pursuant to local, state, and federal statutory mandates. It is not the intent of the Board to function as a substitution, either in determination of eligibility, delivery, or funding, for those services which are provided by mandate through other governmental agencies (examples include but are not limited to: Dept. of Elementary and Secondary Education, Dept. of Social Services, Dept. of Mental Health, MO Healthnet, Social Security, Vocational Rehabilitation, Housing Authority, etc.). The Board's funding policy concentrates on services that are not a primary mandate or focus of other major public funding resources.
3. The Board may, at its discretion, expend its funds through contractual agreement with not-for-profit agencies, provide direct provision of services, or utilize a combination of either method. This includes additional, forfeited or unused funds during each fiscal year.
4. Adair County levy funds shall be used to supplement, not to supplant, all other public and private expenditures. All other potential resources for funding shall be explored and accessed prior to approval of funding through the Adair County SB40.
5. With respect to funding requests for the establishment of new or substantially expanded services, all applicants must demonstrate the need/demand for the proposed service by means of a waiting list verified by the referring or sponsoring entity (i.e., Dept. of Mental Health, Division of Vocational Rehabilitation) and, if applicable, a needs survey should be conducted within Adair County.
6. In the case of projects for which the applicant is requesting partial funding, applicants must demonstrate the availability and source of other funds other than those requested from the Board for the development and/or continued operation of the proposed service.
7. In order to serve the maximum number of persons with developmental disabilities, the Board desires to use its available funds to leverage other funding sources. To this end, the Board may, at its discretion, request that applicants seeking Board funds consider using their own financial resources and/or other resources in partnership with Board funds.
8. The Board will not utilize funds to assist agencies in retiring their long-term debts. To be considered for funding, the debt must be incurred within the last twelve (12) months.
9. The Board will not, except under special circumstances, approve funds for services rendered/expenses incurred prior to the date of Board approval of the application. No contracts are considered valid contracts without the Executive Director's signature.
10. The Board reserves the right to establish the conditions and requirements of the funding agreement between the applicant and the Board for approved applications.
11. An applicant that has failed to perform in accordance with the contractual agreement with the Board on any one project shall therefore be considered by the Board to be in default on all other projects, and no further funds shall be disbursed until the problem has been resolved to the satisfaction of the Board.
12. Agencies must demonstrate an ongoing effort toward publicizing its programs, functions, and location to all segments of the community utilizing all feasible media. It is expected that public education materials and media information state that funding is being received from the Adair County SB40 DD Board.
13. Agencies are required to submit a Board of Directors membership list showing names, addresses, telephone numbers, occupation, term of office including identification of officers.
14. Agencies requesting funds from the Board shall comply with all requirements as stated in the Board's Agency Funding Policies and Procedures unless the Board in its discretion waives any requirements.

Use of Funds

The funds of the Adair County SB40 Developmental Disability Board shall not be used to supplant or take the place of funds received by organizations from other funding sources.

In approving proposals received from organizations which are eligible under law, it is the intent of the SB40 Board that County funds be spent for services above and beyond the organization's current program, with the goal of assisting organizations to expand, improve, and upgrade the quality of their services to persons with developmental disabilities. However, the Board may make exceptions to this policy if said organizations can demonstrate need for assistance in operations funding.

Guiding Principles

The purpose of our Guiding Principles is to articulate, affirm, and promote the characteristics of quality services and partnerships, to which we are committed and toward which we strive. These principles will guide our implementation of the Board's approach, processes, and tools and will be used to foster reflection and self-assessment for ourselves and our partners granted Board funding.

- *People-Focused* - We and our partners acknowledge the individuality and dignity of those we serve by including, respecting, and responding to their voices and needs as we plan and deliver our services.
- *Culturally Responsive* - We and our partners value the unique cultures of those we serve and seek to understand and respect those cultures by supporting people to express their identities freely.
- *Well-Founded* - We and our partners support programs, processes, and services that are founded on research, best practices, and our own learning. We can articulate the rationale and justification for our approaches.
- *Goal-Directed* - We and our partners ensure that our work is designed to meet specific, measurable goals and is implemented in the ways necessary to achieve results.
- *Continuous Improvement* - We and our partners gather, reflect on, and use information to continually learn and improve.
- *Thoughtful Stewardship* - We and our partners recognize that we are entrusted with taxpayer resources and aim to work in efficient and accountable ways that deliver the best possible return on our investments.
- *Forward-Thinking* - We and our partners strive to spark and support innovation that responds to the changing needs of those we serve and the changing environments in which we operate.
- *Trusting and Trustworthy* - We and our partners communicate honestly, presume positive intent, and follow-through on our commitments.

Outcomes

Within the funding application of each funded service, individuals and agencies will describe the intended impact of the funding relative to the desired outcomes of the Board. Outcomes described will answer the question “What are we trying to accomplish?”. Further, the funding application will identify in specific and measurable terms what the funded service or support will look like.

Desired outcomes of the Adair County SB40 Board funding include:

Community Living: Support individuals with establishing, developing and maintaining skills needed to live in the community.

Outcome: Individuals have life skills necessary to live independently.

1. Individuals improve/maintain their ability to manage belongings, financial and community resources.
2. Individuals gain/maintain skills for interaction with persons necessary to maintain independent living.
3. Individuals gain/maintain skills for housekeeping.
4. Individuals gain/maintain skills for health and self-care tasks.

Outcome: Individuals have the skills to ensure their safety in their homes and community.

1. Individuals gain/maintain skills to ensure personal safety and healthy boundaries.
2. Individuals gain/maintain skills for following safety procedures.
3. Individuals gain/maintain skills to safely navigate their community.

Outcome: Individuals live independently in the community.

1. Individuals remain living independently in the community. (ISLD services only)
2. Individuals transition to living independently in the community.

Community Integration: Services support individuals in accessing community and social life in self-directed, safe, and inclusive ways.

Outcome: Individuals have meaningful and self-directed experiences in the community.

1. Individuals report that their experiences in the community were meaningful.
2. Individuals report that their experiences in the community were self-directed.

Outcome: Individuals experience positive and self-directed social lives.

1. Individuals report increased frequency of positive interactions with people of their choosing.
2. Individuals report increased number of relationships with people of their choosing.
3. Individuals gain/maintain skills for self-advocacy.

Outcome: Individuals have the skills necessary to access and succeed in community and social life.

1. Individuals gain/maintain communication skills.
2. Individuals gain/maintain social skills.
3. Individuals gain/maintain skills for self-management.
4. Individuals gain/maintain “hard” skills.

Outcome: Individuals have skills to ensure their safety in the community.

1. Individuals gain/maintain skills to ensure personal safety and healthy boundaries.
2. Individuals gain/maintain skills for following safety procedures.
3. Individuals gain/maintain skills to safely navigate their community.

Professional Services: Services are provided by qualified professionals and support the physical and/or emotional well-being of the individual and their caregiver(s).

- Outcome: Individuals and their caregivers experience improved emotional well-being
1. Individuals report experiencing fewer emotional and/or behavioral symptoms.
 2. Individuals report improved ability to cope with stress.
 3. Individuals report improved satisfaction with relationships.
 4. Individuals are free from substantiated reports of abuse or neglect.

- Outcome: Individuals experience improved physical well-being.
1. Individuals demonstrate improved strength, stability, or motor skills.
 2. Individuals experience improved self-regulation and/or sensory processing.
 3. Individuals are free from substantiated reports of abuse or neglect.

- Outcome: Individuals increase independence.
1. Individuals navigate home and community settings more safely and independently.
 2. Individuals complete daily tasks more independently.
 3. Individuals increase their skills to communicate their wants and needs.

Support Systems: Services strengthen the individual's natural and formal support systems.

- Outcome: Individuals and/or their caregivers are able to meet their needs.
1. Participants gain skills for stress management.
 2. Participants report less overall stress.
 3. Participants report increased confidence in their ability to advocate for and/or seek out services and community supports.
 4. Participants increase understanding of their or others' developmental disabilities.
 5. Participants gain caregiving skills.
 6. Individuals report increased satisfaction with family relationships.
 7. Individuals remain in their home.
 8. Individuals gain/maintain skills to navigate formal support systems.
 9. Individuals gain/maintain skills to pursue their academic and professional interests.

- Outcome: Individuals have the skills to ensure their safety in their homes and community.
1. Individuals gain/maintain skills to ensure personal safety and healthy boundaries.
 2. Individuals gain/maintain skills to safely navigate their community.
 3. Individuals are free from substantiated reports of abuse or neglect.

- Outcome: Individuals have necessary supports.
1. Individuals develop/maintain natural supports.
 2. Individuals develop/maintain connections to necessary formal supports.

Employment Training: Services support an individual, who may or may not be employed, to develop skills necessary to obtain and maintain employment in the community.

Employment Training projects must report on all the Outcomes and Indicators listed below. However, the Board recognizes that each individual's goals and abilities are unique and that service providers tailor services to meet those individual needs. As such, not every Indicator within the list below will be applicable to every individual participating in the project.

Youth Employment Training

Outcome: Individuals have the skills necessary to become employed in the community.

1. Individuals gain/maintain “hard” skills necessary for employment.
2. Individuals gain/maintain “soft” skills necessary for employment.

Outcome: Individuals progress toward employment.

1. Individuals gain employment.
2. Individuals who are unemployed at the program’s end are connected to opportunities supporting future employment.

Adult Employment Training

Outcome: Individuals have the skills necessary to become employed in the community.

1. Individuals gain/maintain “hard” skills necessary for employment.
2. Individuals gain/maintain “soft” skills necessary for employment.

Outcome: Individuals who are employed have skills necessary for career development and/or advancement.

1. Individuals accept and manage increasing responsibilities.
2. Individuals demonstrate increasing productivity.
3. Individuals gain skills for career development and/or advancement.
4. Individuals secure employment that utilizes newly developed skills.

Outcome: Individuals progress toward employment.

1. Individuals gain employment.
2. Individuals who are unemployed at the program’s end are connected to opportunities supporting future employment.

Employment: Services support individuals with developing and maintaining the skills needed for competitive, integrated employment.

Employment projects must report on all the Outcomes and Indicators listed below. However, the Board recognizes that each individual’s goals and abilities are unique and that service providers tailor services to meet those individual needs. As such, not every Indicator within the list below will be applicable to every individual participating in the project.

Outcome: Individuals have the skills necessary to maintain employment.

1. Individuals gain/maintain “hard” skills necessary for employment.
2. Individuals gain/maintain “soft” skills necessary for employment.

Outcome: Individuals who are employed have skills necessary for career development and/or advancement into competitive and integrated employment.

1. Individuals accept and manage increasing responsibilities.
2. Individuals demonstrate increasing productivity.
3. Individuals gain skills for career development and/or advancement.

Agency Supports: Agency grants funded by the Board are invested into the requesting Agency as a support for the development and effectiveness of partner organizations.

Outcome: The investment provides the agency with the capacity to better serve individuals and their families.

1. The agency completes project activities and deliverables.
2. The agency achieves project goals/objectives.

Outcome: The investment provides the opportunity for individuals to live in the home/environment that meets their needs.

1. The agency completes project activities and deliverables.
2. The agency achieves project goals/objectives.

Agency Funding

Policy Purpose

The following policies describe Adair County SB40 (“the SB40 Board”) guidelines for funding agency requests and the procedures to be followed by agencies making applications for funding.

Interested agencies may access funding policies and application materials at the SB40 Board website or by contacting the SB40 Board office. Applications may be submitted to the SB40 Board office at any time during business hours; however, applications will not be reviewed by the Board until all requested information has been provided (see “checklist” below).

Agency Eligibility

1. The Agency must be registered as a not-for-profit corporation in the State of Missouri. In the case of not-for-profit corporations in existence for a period exceeding one year, the corporation must be recognized as being in "Good Standing" with the State of Missouri.
2. The Agency shall not discriminate in the hiring or employment of staff on the basis of race, color, national origin, sex, religion, familial status or disability.
3. The Agency shall establish and maintain a system of client rights as provided by Chapter 630, Sections 630.110 through 630.200, RSMo, and the Department of Mental Health's rules and regulations.
4. The Agency services shall be available to persons without regard to sex, race, color, creed or national origin.
5. The Agency shall have a Conflict of Interest policy consistent with the Missouri Ethics Commission Chapter 105, RSMo. If a conflict of interest should be identified, a statement of full disclosure should be on record with the Agency.
6. The Agency representatives shall demonstrate that they have a sound financial management system with fiscal management controls and record keeping in accordance with generally accepted accounting principles as promulgated by the American Institute of Certified Public Accountants.
 - *The Agency Application must provide financial information, including a copy of the Independent Financial Audit from the last fiscal year.*
 - *The Agency must be able to document at least a 60 day operational reserve fund in liquid assets*
7. The Agency representatives must demonstrate that they have the programmatic, technical expertise, and facilities to accomplish the Agency's stated goals.
8. The Agency shall meet, at a minimum, those mandatory standards promulgated pursuant to Local, State and Federal statutes. Agencies are encouraged to strive to a level of excellence in service beyond that viewed as minimum/mandatory.
9. The Agency and/or its services must be located within Adair County.

Any agency submitting a request for funding will be notified in advance of the date of the ACSDD Board meeting where the agency’s application will be reviewed so that the agency may send representatives to the meeting to answer questions and provide further information regarding their request.

Project/Service Eligibility

1. Target population for proposed projects or services must be individuals with developmental disabilities or who qualify as persons with disabilities as defined:

"Developmental Disability" - shall mean either or both paragraph (A) or (B) below:

A. "A disability which is attributable to intellectual disability, cerebral palsy, autism, epilepsy, a learning disability related to a brain dysfunction or a similar condition found by comprehensive evaluation to be closely related to such conditions, or to require habilitation similar to that required for intellectually disabled persons; and,

1) Which originated before age eighteen; and,

2) Which can be expected to continue indefinitely." (RSMo 205.968 to 205.972)

B. "A disability

(a) Which is attributable to:

a. Intellectual disability, cerebral palsy, epilepsy, head injury or autism, or a learning disability related to a brain dysfunction; or

b. Any other mental or physical impairment or combination of mental or physical impairments; and

(b) Is manifested before the person attains age twenty-two; and

(c) Is likely to continue indefinitely; and

(d) Results in substantial functional limitations in two or more of the following areas of major life activities:

a. Self-care;

b. Receptive and expressive language development and use;

c. Learning;

d. Self-direction;

e. Capacity for independent living or economic self-sufficiency;

f. Mobility; and

(e) Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, habilitation or other services which may be of lifelong or extended duration and are individually planned and coordinated." (RSMo 630.005)

" Person with a disability" - shall mean either or both paragraph (A) or (B) below:

A. "A person who is lower range educable or upper range trainable intellectually disabled or a person who has a developmental disability" (RSMo 205.968 - 205.972)

B. "A lower range educable or upper range trainable developmentally disabled or other disabled person sixteen years of age or over who has had school training and has a productive work capacity in a sheltered environment adapted to the abilities of the mentally retarded but whose limited capabilities make him or her nonemployable in competitive business and industry and unsuited for vocational rehabilitation training" (RSMo 178.900)

2. Target population for proposed projects or services must be residents of Adair County (refer to the SB40 Board Residency Requirements Policy).

3. The SB40 Board may, at its discretion, impose limitations with respect to individuals to be served and services to be provided. Such limitations shall be reasonable in the light of available funds, needs of the persons and community to be served as assessed by the Board and the appropriateness and efficiency of combining services to persons with various types of disabilities.

4. The SB40 Board reserves the right to establish the conditions of the funding agreement when funding is provided for a project and/or service on a seasonal basis.

Agency Application Process

Interested agencies may access funding policies and application materials at the SB40 Board website or by contacting the SB40 Board office. Applications may be submitted to the SB40 Board office during business hours no less than 10 calendar days prior to the upcoming Board meeting. Applications will not be reviewed by the Board until all required information has been provided.

Any agency submitting a request for funding will be notified in advance of the date of the SB40 Board meeting where the agency's application will be reviewed so that the agency may send representatives to the meeting to answer questions and provide further information regarding their request.

Appeal Procedure

If the agency requesting funds disagrees with the funding decision of the Board, the following procedures are to be used by the agency for appealing such decisions:

- a. The Board of the agency requesting funds must vote in an open session of a Board meeting to appeal the decision of the SB40 Board.
- b. Within 30 days of the SB40 Board's decision, a letter must be received by the SB40 Board from the presiding officer of the agency's Board, stating the agency's decision to appeal, along with a copy of the minutes of the agency's Board meeting minutes documenting the vote of the agency Board to appeal.
- c. The letter from the presiding officer of the appealing agency's Board must state, in specific terms, the reason(s) for the appeal.
- d. The SB40 Board will review the appeal and provide a written response within 30 days from receipt of the letter requesting appeal.

Funding Agreement

All Agency grants approved by the SB40 Board will be detailed in a written Funding Agreement delivered to the Board of Directors of the requesting Agency. The Funding Agreement shall include the terms and conditions of the grant. Terms and conditions will include the date by which the funds must be utilized, what the funds may be utilized for and the conditions for which unused funds must be returned the SB40 Board. Disbursement of grant funds approved will occur in accordance with the Funding Agreement upon return of the signed Funding Agreement accepting the terms and conditions of the grant.

Reporting & Monitoring

In order to ensure that the SB40 Board is carefully and effectively investing taxpayer dollars in services that demonstrate a positive impact on the lives of those they serve, the Board collaborates with agencies to enhance agency and project performance. Through processes of self-assessment, appreciative inquiry, and thought partnership, the Board and its funded grantees: 1) ensure that grantees and projects are demonstrating the SB40 Board's standards, 2) identify and share promising practices, and 3) build our collective capacity. Funded projects will be assessed and progress reports submitted to the SB40 Board in accordance with the Terms and Conditions of the Funding Agreement related to the grant. Such reporting requirements may include budget variance analysis, financial projections, detailed expense reports, service utilization data, demands for services, waitlists, successes, challenges and data documenting outcome measurement. Self-Assessment by the Agency will be reviewed by the SB40 Board for each funded project, and will be used by the Board to ensure project standards and terms of the Funding Agreement are met. For specific information regarding the reporting and monitoring requirements of the grant, the Grantee should refer to the Funding Agreement.

The SB40 Board or designated staff may visit the grantee operations to observe the funded project(s).

Unused Funds

Any funds unused at the end of the grant period will be returned to the Adair County SB40 Board.

In the case of the dissolution of the funded grantee within 24 months of grant distribution, the grantee agrees to reimburse the Grantor for dollars granted in cash payment or through proceeds generated from the sale of Grantee assets. The amount to be reimbursed will be prorated according to time lapsed following distribution of the grant. 100% of funds will be returned if dissolution occurs within 12 months of disbursement; 50% of funds will be returned if dissolution occurs after 12 months and before 24 months of grant distribution.

**Adair County SB40 Developmental Disability Board
AGENCY APPLICATION FOR FUNDING**

CHECKLIST

The following items should accompany any applications for agency funding through the Adair County SB40 Board.

Forms:

- () Completed Agency Application for Funds
- () Signature of Board Chair to authorize application for funding (on application form)

Corporate Information:

- () Board Member List
- () Copy of Agency By-Laws
- () Certificate of incorporation as a non-profit
- () Copy of Agency charter

Agency Financial Information:

- () Copy of Current Year operating budget
- () Copy of Proposed operating budget
- () Copy of most recent report on Income and Expenses
- () Copy of most recent Balance Sheet
- () Copy of Audit from last full fiscal year

Please return completed application and all accompanying documents to the ACSDDB at least 10 work days prior to the next scheduled board meeting.

Adair County SB40
314 E McPherson
Kirksville, MO 63501

Individual Funding

Policy Purpose

The Individual Funding Program is designed to assist Adair County individuals with developmental disabilities and their families to address unique habilitative and support needs that cannot be met with other revenue sources. The Individual /Family Funding Program is designed to complement, not take the place of, existing funding sources, including such sources as Dept. of Mental Health, Vocational Rehabilitation, Dept. of Elementary and Secondary Education, Medicaid/Medicare/private insurance, local civic clubs and churches, local Community Action Agencies, etc. In addition, natural supports within the family as well as within the community should be identified prior to seeking financial assistance through the Adair County SB40 Board ('the Board').

Policy Procedures

The Board may, in its discretion, impose limitations with respect to individuals to be served and services to be provided. Such limitations shall be reasonable in the light of available funds, needs of the persons and community to be served as assessed by the Board, and the appropriateness and efficiency of combining services to persons with various types of disabilities.

Should an individual age 18 years or over (or his/her guardian) apply for funding in excess of \$2000/plan year, the individual will be instructed (and assisted by service coordinator if necessary) to submit application to MO Health-Net (Medicaid) in order to access funding for TCM, waiver services and/or other available services through Medicaid. If the individual is determined ineligible for MO Health-Net due to excess income and/or resources, he/she will be expected to utilize the excess income and/or resources to pay for services or meet spenddowns in order to gain MO Health-Net eligibility.

Should an individual choose NOT to apply for MO Health-Net or choose NOT to expend excess resources and/or income to gain MO Health-Net eligibility, funding to that individual shall be limited to \$2000 per plan year. An exception to this policy may be granted by Board vote when such exception is recommended to the Board by the Utilization Review Committee.

The Board will not consider any requests for funding in cases where reimbursement is requested for previously-conducted transactions or agreements. All services or items must be approved prior to delivery.

Requests for funding for individuals shall be submitted to the Board office during business hours on the Individual/Family Application for Funding form, with signature by the applicant or legally responsible party (parent, guardian, etc.). Service coordinators are expected to assist families and individuals as needed with completion and submission of the applications.

Recurring support expenses shall be authorized to coincide with the individual's person-centered plan year, and the need for continuation as well as the possibility of accessing other funding sources for the support expense shall be reviewed when the person-centered plan is renewed annually. Should additional funding be needed prior to the end of the plan year, an additional request for funding will be necessary.

Individual Eligibility

1. **Eligibility determination:** In order to qualify for service coordination and/or any other services or items funded through the Board, the individual must be evaluated and determined eligible for Division of Developmental Disabilities services through the Kirksville Regional Office (with the exception of Learning Center programs which are specifically designated to be open to the public and/or to include family members/caregivers/support staff for persons with developmental disabilities).

2. Residency Requirement:

With regard to Individual Funding requests which are submitted in accordance with the Board's funding policy and where the funding is provided through either the Adair County SB40 Tax Levy or DMH payments received for TCM services delivered, the residency qualifications are:

For Board funding generated through revenue from the *Adair County SB40 tax levy* or TCM services delivered to residents of Adair County, the person with developmental disabilities must reside in Adair County.

For Board funding generated through revenue from *TCM services* delivered by the Board to residents of Putnam, Schuyler, Scotland, or Sullivan County, the person with developmental disabilities must reside in Putnam, Schuyler, Scotland, or Sullivan County.

For the purposes of this policy, the term '*reside in*' is defined as 'the place of domicile; meaning living in that locality with the intent to make it a fixed and permanent home.'

Waiver Requirements:

The Board may waive the eligibility requirements as set forth above for the applicants on a case-by-case basis, if the Board finds:

The person to be served has a unique or unusual relationship to a particular county which warrants such waiver;

or

Orderly operation of a Board administered or funded program warrants the waiver of residency requirements for such person.

Utilization Review and Funding Decisions

The Agency's Utilization Review ('UR') Committee shall meet at least once per week, with special sessions to be convened as required for emergency needs. The UR Committee shall be made up of: the Board's Executive Director, Business Manager, and the Service Coordination Supervisors, with a minimum of 3 voting members required to review funding requests.

Requests for funding of services and supports which include (or may potentially include) state or federal funding MUST be submitted by the service coordinator to his/her supervisor using the standard authorization request form. These requests are subject to review through the Board's Utilization Review Committee before submission to the Utilization Review Coordinator at the Regional Office or satellite Regional Office.

All individual/family requests for funding solely through the Board shall be reviewed by the Board's Utilization Review Committee no later than ten working days following the receipt of the signed application for funding by the service coordinator or other Board personnel. The service coordinator assigned to the individual/family shall submit the request form along with a completed Priority of Need form to the Service Coordination Supervisor.

Utilization Review Guidelines

The following questions shall be considered in making decisions to fund individual requests:

a. Is the service/item requested directly related to the person's disability? Is it something that would not be a need if the person did not have a disability, or is it something that persons without disabilities also need and that families typically provide for their children? (Examples: medical insurance, routine dental care, generic shelter/food/clothing expenses, daycare for children up to the age of 12, routine school expenses, etc.)

- b. Is the provision of the needed service or item typically the responsibility of another governmental agency? (Examples: Social Security Administration, Division of Social Services, MO Healthnet, DESE, Vocational Rehabilitation, Housing Authority, Comprehensive Psychiatric Services, etc.) In these cases, the service coordinator shall assist the individual/family to contact and access the appropriate agency(ies) to obtain the needed service, support or item, including utilization of the agency's appeal process when appropriate.
- c. Is the service/item for which funding is requested a "need" rather than a "want"? To answer this question, consider the severity of consequences which may result if the service/item is NOT provided. Prescriptions for medical needs such as therapies, supplies, durable medical equipment and adaptive clothing/devices should be provided. (Documentation that a service or item has been approved through the Utilization Review process and placed on the Regional Office waiting list is considered sufficient indication of need.)
- d. Is the service or item requested consistent with the individual's person-centered plan? Are the reasons and objectives for this service or item clearly documented in the person-centered plan? Is the Priority of Need (PON) score clearly supported by information in the plan?
- e. Have natural supports or other ways to meet the need been fully explored and accessed? Is the proposed solution the most cost-effective way to meet the need? It is the service coordinator's responsibility to insure that all other potential supports and resources are explored and accessed prior to submission of an application for funding through the Board.
- f. What is the priority of need as determined by the Utilization Review Committee? (May be determined by the Regional Office or Board's Utilization Review Committee, depending on whether or not state or federal funding is included in the funding request.) Are there other funding requests with higher PON scores that need to take precedence in light of available funding?
- g. How much funding has the individual received from the Board in the past? Are there other individuals with comparable level of need of supports who have received minimal funding through the Board in the past? (In cases where funding is limited, persons who have received minimal past funding should take precedence over persons who have received significantly higher past funding when priority of need is the same for both.)
- h. If a request involves renewal of a service funded in the past year, is reapproval of the funding at the same rate for the same service clearly justified? Were all authorized services for the past year fully utilized? If not, why not? Were the funded services effective in accomplishing the established objectives?

Utilization Review Decisions

The Board's UR committee, after thorough review of a request, may take any one of the following actions by majority vote of persons present :

- a. Approve a request of up to \$2000 for a specific item or service, and for up to \$3000 total for a combination of services for one individual. This includes approval of a qualified individual for a Partnership for Hope Waiver (PfH) slot, since the County Board match for a slot should not exceed \$3000 (20% of maximum exception cap allowed to PfH waiver at \$15,000) and a combination of services may be accessed through a Partnership slot.
- b. Recommend approval of a request to the Board of Directors if the amount of the request exceeds the limits set forth in "a." above. In this case, the request shall be presented to the Directors at the next scheduled meeting.

In case of emergency need for approval, the Executive Director shall e-mail a summary of the individual's circumstances and request (containing no identifying information to protect the individual's privacy) to the Directors for their review and approval/denial vote via return e-mail.

c. Refer a request back to the service coordinator for revision of person-centered plan to better support the request, to explore additional resources suggested by UR to meet the need, or to discuss alternative solutions or revised level of supports with the individual/family. In this case, the service coordinator shall carry out the UR committee's instructions and resubmit the revised request and/or plan to the UR committee within ten business days of the initial UR review.

d. Deny a request based upon the Utilization Review Guidelines set forth above. In this case, a letter shall be sent by the Executive Director or her designee to the individual/legally responsible party explaining the reasons for denial of the service within 5 working days of the UR committee decision. The individual/legally responsible party will have thirty days from the date of the letter to appeal the decision to the Board of Directors as per the appeal process stated below.

Waitlists

If a request is approved by the UR committee but the Board has insufficient funds available to address the need, the request shall be documented on the agency waitlist with the name of the individual, the service/item requested, the amount requested, the date approved by the UR committee and the PON score. The requests on the agency waitlist shall be reviewed at least once per month to determine if any other funding may have become available or any other resources may have been discovered to meet the need. As funding becomes available, priority should first be given to those needs with the highest PON scores, and then to those needs which have been on the waitlist for the longest period of time.

The decision of the Board on a request submitted to the Board of Directors by the UR Committee shall be the final decision and is not subject to appeal. The decision to place a request on the Waitlist due to a lack of available funding is not subject to appeal.

Appeal Process

Should a request for individual/family funding be denied or the level of support be reduced by decision of the Board's Utilization Review Committee, a letter shall be sent to the individual/legally responsible party by the Executive Director or her designee within 5 working days of the decision, explaining the reason(s) for the denial. The individual or legally responsible party shall have 30 days from the date of the letter to appeal the Committee's decision, either by a written or verbal request for appeal delivered directly to the Executive Director or Business Manager.

When a request for appeal of a UR decision is received, the Executive Director shall schedule a closed session for the next regular Board of Directors meeting during which the Directors will hear the appeal. The Executive Director shall inform the individual/legally responsible party in writing of the time and location for the meeting and of his/her right to attend this closed session in order to present the request to the Board of Directors directly. The Executive Director will also present the UR Committee's reasons for denying the request or reducing the level of support. The Board of Directors's decision on the matter will be final and not subject to further appeal.

Ability to Pay

As a Public Entity, it is incumbent upon Adair County SB40 ('the Agency') to make a concerted effort to collect fees for services from clients or spouses, and/or parents or clients who have an ability to pay. Individuals and their families have the obligation to pay for the cost services within their capacity, without imposition of long-term financial obligation and/or material disturbance of their standard of living for necessities.

Fees may be charged to clients of the Agency based upon a determination by the Agency's Utilization Review Committee of their ability to pay based upon the current rate structure for the type of service provided.

No client will be denied services because of an inability to pay. Clients will be charged the full cost per unit of service based on the current rate structure, and will be billed an amount up to their ability to pay. The liability of the client shall not exceed the full cost of services provided.

Ability to pay determinations shall be in effect for the service year commencing on the date of the client's first service, rather than a calendar year. The determination of financial liability shall be made by the Agency prior to the admission of the individual to any Agency funded program.

Agency clients, or their responsible parties, shall be requested to make available to the Agency any relevant or pertinent financial information which the Agency deems essential for the purpose of determining eligibility to pay.