
COVID-19 Long Term Care Stabilization Program ***Version 3 – 5/29/20***

In response to the COVID-19 Public Health Emergency, the Governor has established the COVID-19 Long-Term Care Stabilization Program to help stabilize frontline work of certain Medicaid providers that is not able to be conducted remotely. The program includes providers that support aging seniors and people with developmental disabilities, as well as individuals with mental health and substance abuse disorders, youth residential treatment providers, and developmental disability service providers who provide residential or community/home-based care. The program will provide temporary stabilization funding to incentivize frontline workers to remain or rejoin this critical workforce during the COVID-19 Emergency. The program will help ensure that these critical providers who support some of New Hampshire's most vulnerable persons are able to provide continued services throughout the COVID-19 Emergency.

Qualifying Medicaid Providers

Medicaid providers that deliver care and other supportive services in a residential, facility, or community setting are eligible to participate in this program. Providers that support aging adults, people with mental health complexity, individuals with substance use disorder, people with developmental disabilities, and at risk youth are eligible to participate in the program. This includes providers who deliver certain frontline services through the developmental services system, those who provide qualifying Choice for Independence waiver services, and nursing facility services. Residential SUD, mental health providers, youth residential treatment providers, and Community Mental Health Centers (CMHCs) are considered eligible. In addition to Medicaid funded services, the program is also available to frontline workers at the New Hampshire Veterans Home and the John H. Sununu Youth Services Center (SYSC). Hospitals and hospital owned providers are not eligible for this program.

The eligible Medicaid provider types are guided by the New Hampshire Employment Security (NHES) industry classification codes, based upon facility types and service types. Regardless of the classification codes, the services being provided will guide the decision-making process. Facilities and organizations must be enrolled New Hampshire Medicaid providers and must provide the services described in the Emergency Order – as determined by NHES and DHHS - to participate in this program. If a provider is uncertain if it delivers qualifying services, please submit an application and the applicant will be notified if eligible for the program.

RESIDENTIAL MENTAL HEALTH AND SUD FACILITIES

OTHER RESIDENTIAL CARE FACILITIES, INCLUDING YOUTH RESIDENTIAL TREATMENT PROVIDERS

INDIVIDUAL AND FAMILY SERVICES

COMMUNITY MENTAL HEALTH CENTERS

NURSING CARE FACILITIES

ASSISTED LIVING FACILITIES

SERVICES FOR ELDERLY AND DISABLED (NON-RESIDENTIAL)

RESIDENTIAL INTELLECTUAL AND DD FACILITIES

The State recognizes that this program does not cover all workers or providers that are impacted by the COVID-19 Public Health Emergency. The State is continuing to investigate funding and regulatory opportunities designed to help mitigate the fiscal challenges this crisis presents for all health and human service providers.

Qualifying Frontline Employees

These funds will be available to individuals that provide Medicaid funded services directly to individuals in residential, home, facility, and community settings as well as other frontline workers who are at a greater risk of exposure to COVID-19 as a result of their employment. To be eligible, the individual must be a frontline worker and be employed by or contracted with a qualifying Medicaid provider or in the case of Area Agencies, contract with a qualifying Medicaid provider. Emergency Order #31 originally only allowed employees to receive a stipend but it was modified on May 18, 2020 to include contracted workers of Medicaid providers.

Frontline means work provided by employees or contracted workers that work in direct care, food service, maintenance, etc. for a Medicaid enrolled provider that are not able to do their work remotely and their service is vital to patient care.

Executive staff such as CEOs, Administrators, COOs, CFOs, and Executive Directors that are responsible for the overall administration of the provider organization are not eligible for the program. Employees or contracted workers providing solely managerial or administrative functions, whether onsite or remotely, are not eligible for the program. Managerial or administrative staff such as accounting, human resources, training, and other back office functions as well as Directors, excluding executive directors, are eligible to the extent and for the hours that they are deployed for the express provision of frontline services if they provide frontline work for a minimum of 7.5 hours for the part time stipend and 30 hours minimum for the full time stipend. Qualified Medicaid providers must document that directors, managers, or administrative staff completed the necessary frontline work to be eligible for the weekly stipend.

For all frontline workers, the qualified Medicaid provider must acknowledge that the employees and contracted workers being put forward for the stipend are required to be in the facility and are not working remotely. Further, the qualified Medicaid provider must acknowledge that 100% of the LTCS Program payment will be paid to qualifying frontline employees and contracted workers. The qualified Medicaid provider cannot retain any portion of the stipend for its own use.

The program does not require that providers document how many hours a week a frontline employee serves a Medicaid beneficiary. If an employee is likely to see a Medicaid beneficiary in any given week of the program (and the employee works on the frontline for a minimum of 7.5 hours for the part time stipend and 30 hours minimum for the full time stipend), the employee is eligible for inclusion in the program by the qualified Medicaid provider.

Process for Eligible Providers and Qualifying Frontline Workers to Receive Funds

To participate, Medicaid funded organizations, that are Medicaid enrolled providers and direct bill, with qualifying employees may file an application through the NHES online portal at WWW.NHES.NH.GOV by clicking on "LONG TERM CARE PAYMENT".

Qualifying Medicaid providers will need to download the application available on the website and submit to LTCSPAYMENT@NHES.NH.GOV. NHES will then contact applicants to confirm receipt of all applications and will then communicate with the applicant as to the status. The application includes EXHIBIT A-TERMS AND CONDITIONS which must be signed and returned along with the completed application. Successful applicants will then be contacted upon approval and provided with instructions as to filing the WEEKLY PAYMENT CERTIFICATION and WORKER ROSTER which will then need to be filed weekly by the provider in order to trigger the release of stipend payments.

The WEEKLY PAYMENT CERTIFICATION along with WORKER ROSTER is available from the NHES website (WWW.NHES.NH.GOV) by clicking on 'LONG TERM CARE PAYMENT' and may be submitted weekly via the provided e-mail address. WEEKLY PAYMENT CERTIFICATION forms are required to include all qualifying workers providing qualifying frontline services, both full-time and part-time, for which the provider is seeking

the LTCS payment. The provider is able to submit each WEEKLY PAYMENT CERTIFICATION starting on each Sunday and is always certifying as to employment for the prior weekly period Sunday through Saturday. The LTCS Program was created by Emergency Order #31 issued by Governor Sununu on April 16th. Thus, the first week eligible for LTCS payments is the week starting April 19th. Providers delayed in submitting an application or delayed in receiving approval may then submit WEEKLY PAYMENT CERTIFICATION forms for each week going back to the week starting April 19th. However, each WEEKLY PAYMENT CERTIFICATION form should only cover a single weekly period. The LTCS program was expanded by Emergency Order #45 issued by Governor Sununu on May 18th to allow the qualified Medicaid provider to also submit qualifying contracted workers in addition to employees, granted they meet the eligibility requirements for the stipend discussed herein. The first week eligible to submit qualifying contracted workers is the week starting May 17th.

Payments will then be processed by NHES as WEEKLY PAYMENT CERTIFICATION forms are received. Payments will be issued directly from NHES to the provider and the provider is then required to provide the stipend payment to the workers.

Note regarding providers within the developmental services system: Providers under contract with the Area Agencies (AAs) will work through their 10 area agencies, who are designated as NH's organized healthcare delivery system. Area Agencies are the "Medicaid providers" of record, so the Area Agencies need to complete the enrollment with NHES for their vendors. These providers who contract with the Area Agencies must work closely with the AAs to confirm that their employee requirements are identified in the Area Agency application through NHES. This will ensure that neither they (provider/vendor) nor their employees are paid more than once a week or more than \$300 per week under the program.

Participating Provider Attestation on Use of Funds

The funds from the LTCS Program may only be used to provide stipends for qualifying workers. As part of the application process, Qualified Medicaid Providers must attest that the funds will go to their appropriate frontline workers. Qualified Medicaid Providers who receive a stipend for workers who are not directly involved with serving clients or who do not need to be physically present in the facility or the client's home are subject to having the funding rescinded.

Stabilization Funding

NHES will distribute \$300 per week in stipends to full-time qualifying frontline workers and \$150 per week in stipends to part time qualifying frontline workers from the Federal stimulus funds. These amounts are intended to be similar to planned increases in subsequent payments to qualifying Medicaid providers designed to support qualifying frontline workers through the State's Medicaid program.

A full-time worker is an individual who works for 30 hours or more a week for one qualified Medicaid provider. For the purposes of this program, an individual is considered part-time if he or she works less than 30 hours a week. A minimum of seven and half (7.5) hours per week is required for an individual to be eligible for the part-time stipend. An individual may not receive more than a total of \$300 per week in stipends, even if that individual provides qualifying services for more than two Qualified Medicaid Providers.

Program Duration

The Governor's Office for Emergency Relief and Recovery (GOFERR) has reviewed the purpose of this program and has recommended that it is an allowable expenditure for Coronavirus Relief Funds (CRF), and has further recommended that continued disbursements from the Program would also be allowable expenditures from CRF as long as CRF criteria continue to be met in the review and approval process. The program shall end when the state of emergency ends or on June 30, 2020; whichever comes sooner.

Please check back for additional program information which will be provided through published answers to FAQs.