# Icon Description automatically generatedChapter 29: Roads to Community Living

#### Washington State’s Money Follows the Person Project

### Purpose:

The Purpose of this chapter is to educate staff about Roads to Community Living (RCL), what benefits the program has offered to participants and to provide instruction on how to utilize the services through the close of the project.

***Ask an Expert:***

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## What is Roads to Community Living?

Roads to Community Living (RCL) is a statewide demonstration project funded by a federal “Money Follows the Person (MFP)” grant. The grant was received by Washington State from the federal Centers for Medicare and Medicaid Services (CMS). The purpose of the RCL demonstration project was to investigate what services and supports will successfully help people with complex, long-term care needs transition from an institution to a community setting.

Services and supports from the RCL demonstration project have proven successful and are being used to shape changes to Washington State’s long-term care system. This will result in more people with complex long-term care needs being able to remain independent or transition from institutional into community settings in Washington State.

The RCL demonstration project has received approval to extend new RCL enrollments through the end of **2026**; the last date for individuals to receive RCL services has also been extended through **12/31/2027.** All new ALTSA RCL participants will be enrolled and managed by ALTSA HQ. RCL enrollment procedures for DDA remain unchanged. ALL RCL participants must be disenrolled by **12/31/2027.** The grant will be closed out with all expenditures finalized, reconciled, and submitted to CMS by **09/30/2031**.

As part of sustainability planning, demonstration and supplemental services that have proven to be useful will be added to the state plan and/or waiver. Those supplemental or demonstration services with low or no utilization will be allowed to sunset with the program. This process has already started and will continue. The goal is to ensure a seamless transition in Home and Community Based Services (HCBS) available in existing state plan and waiver programs once RCL is no longer available.

## What services are offered under RCL?

Participants enrolled in this project have access to:

* All services currently available under the Medicaid State Plans: Medicaid Personal Care (MPC) and Community First Choice (CFC) and
* Home and Community Services (HCS) and Developmental Disability Administration (DDA) Medicaid waivers (such as COPES)]; and
* RCL demonstration project services; and
* RCL Supplemental Services.

RCL project services are only available to the participant while in the institutional setting and during the project demonstration year (365 days after leaving the facility and residing in a community setting).

All RCL project services must be authorized by HCS, Area Agency on Aging (AAA), or DDA case managers.

For DDA: If the person is exiting an RHC, contact the RCL liaison in the DDA region where the person would like to live to determine what services are available.

## What services are available through RCL for ALTSA Clients?

In addition to qualified services that are also available through state plan and waiver services [e.g. personal care [Individual Provider (IP), CDWA, agency caregiver, Adult Family Home (AFH), and Assisted Living facility (ALF)], Nurse Delegation, Adult Day Health, etc.], the following services are available for RCL participants when indicated in the plan of care and authorized by the case manager.

### Client Training: [Behavior Support Services:](http://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/H2019_Behavior_Support___Individual.docx) [H2019](https://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/H2019_Behavior_Support___Individual.docx)

Behavior Support services are for participants transitioning from institutional to community settings or requiring stabilization while residing in the community in those instances where the authorized Medicaid benefit amount, duration or scope of service does not meet the individual’s needs. To capture this in CARE, choose Client Training in the Treatments screen, indicate Client Training Behaviors Support in the comments and assign to the Behavior Support Services provider in the Supports table.

The behavior support provider will **develop a behavior support plan** within 30 days of the client’s assessment and provide this to the case manager. The behavior support plan will address things such as:

* + Factors that are associated with an individual’s documented or identified behaviors
  + Written strategy of behaviorally specific interventions designed to address those behaviors and promote optimal functioning with recommendations for improving the client's overall quality of life, teaching methods and environmental changes designed to decrease the behaviors that may be impacting the client remaining or transitioning to a community setting
  + Direct interventions with the client to decrease the behavior that compromises their ability to remain in the community. This could include demonstrating and practicing new interventions and skills with formal and informal supports and significant others to support the individual in their community setting.
  + Case Consultation regarding escalating situations.
  + Make recommendations for treatment and assisting with making referrals for community behavioral health services

### Community Choice Guiding (CCG): [SA263](https://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/SA263_Community_Choice_Guide.docx)

Payment for specialty services which provide assistance and support to ensure the participant’s successful transition to the community and/or maintenance of community living as authorized by HCS and/or AAA staff. CCG services may include, but are not limited to the following:

* + Locating and arranging appropriate, accessible housing; including working with local housing authorities and other community resource providers when applicable. A CCG may assist a client with touring AFHs and ALs to determine whether this setting is preferred by the client.
  + When relevant, liaising with and among the client, nursing or institutional facility staff, case managers, housing providers (including AFH providers), medical personnel, legal representatives, formal caregivers, family members, informal supports and any other involved party.
  + Necessary assistance to support the client’s community living, including assistance in settling disputes with landlord.
  + Educating client on tenant rights, expectations and responsibilities.
  + Assisting client with filling out forms and obtaining needed documentation to aid in maintaining successful community living (forms may include initial and renewal voucher forms, lease agreements, etc.).
  + Providing emergency assistance to avoid utility shut-off and/or eviction.
  + Assisting client in developing a basic household budget.
  + Assisting client with locating and arranging transportation resources to effectively connect with community resources.
  + Assisting client to locate and engage in community integration activities.
  + Training or education to client about accessing community settings or health services.
  + Personal skill development for client and/or caregivers related to the individual’s care plan (including adult family home providers).
  + Training or education to client about accessing community settings or health services.
  + Assisting to find a qualified caregiver. See additional information in [Chapter 7d: COPES](https://www.dshs.wa.gov/sites/default/files/ALTSA/hcs/documents/LTCManual/Chapter%207d.docx)

**Note:** CCGs do not have access to Carina but can assist clients with other tasks related to locating a potential IP and guiding the potential IP to CDWA for hiring, when authorized by the case manager.

NOTE: Services such as pest eradication, janitorial services and packing/moving services must be performed by a contracted provider who holds the Community transition and Sustainability Services (CTSS) contract and paid directly via ProviderOne.

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### Community Choice Guide [Issuing a Payment: Client not Present](http://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/SA266_Shopping_Paying_Clientnotpresent.docx) [SA266](https://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/SA266_Transition_services__Shopping_paying.docx)

#### Based on a client’s eligibility:

* Shopping for necessary household goods/items or paying for rental deposits (to include first month rent), utility hookup fees, or rent/emergency rental assistance service when no client is present. This shopping/paying code will rarely be authorized without the accompanying SA263 CCG Services code.
  + This service assists clients transitioning out of institutions or when needed to stabilize a client’s community living.
* This service code is to compensate the provider for the time spent shopping/paying when no client is present.
  + The provider is also reimbursed for the authorized purchases after it is verified the client received the goods or service. Authorization for the item/service is under a separate service code and case managers will process the reimbursement(s) for these one-time goods and services supports to the CCG as timely as possible.  This reimbursement should not exceed 30 days after the CCG has provided an invoice/receipt as proof of the purchase.
* If the client is present during shopping, [SA263](#_Community_Choice_Guide) Community Choice Guide should be authorized.

See Resources section for the Community Choice Guide Activity Tracking and Shopping/Paying Tracking forms.

For more information and guidance related to CCG services, please review COPES [Ch 7d pgs 12-13](https://www.dshs.wa.gov/sites/default/files/ALTSA/hcs/documents/LTCManual/Chapter%207d.docx)

### Community Transition Services- Items: [SA296](https://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/SA296_Community_Transition_or_Sustainability__Items_Federal_Match.docx)

*Items may include, but are not limited to:*

* Goods necessary to establish a residence such as essential household items and furnishings.
* Goods needed to help stabilize community living for a client.
* This service code can be utilized at any time during the enrollment and transition period for community transition goods as identified in the CARE plan.
* For AFH Settings reference WAC 388-76-10685, and for Assisted Living Settings reference WAC 388-78A-3011 which outline resident unit furnishings in these settings. In the event a residential setting indicates they are unable to provide the required furnishings as outlined in WAC, notify the provider of their requirements as outlined in WAC, and also submit a referral to Residential Care Services (RCS) Complaint Resolution Unit (CRU) to document the provider’s inability to meet residential unit furnishings per WAC. Referrals can be made online [[**Residential Care Services Online Incident Reporting | DSHS (wa.gov)**](https://www.dshs.wa.gov/altsa/residential-care-services/residential-care-services-online-incident-reporting)](https://www.dshs.wa.gov/altsa/residential-care-services/residential-care-services-online-incident-reporting) or via phone at 1-800-562-6078

### [Community Transition Services: SA297](https://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/SA297_Community_Transition_or_Sustainability__Services_Federal_Match.docx)

Services include:

* Packing assistance
* Moving assistance
* Utility set up fees or deposits
* Non-recurring health and safety assurances such as pest eradication, allergen control and/or one time cleaning.

NOTE: Services such as pest eradication, janitorial services and packing/moving services must be performed by a contracted provider who holds the Community transition and Sustainability Services (CTSS) contract and paid directly via ProviderOne.

* Rental deposits (all pre-tenancy funds required can be bundled as one deposit, staying within the service code limit)
* Non-recurring rental insurance

### [Goods & Services:](http://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/SA295_Community_transition_items_50-50.docx) [SA295](https://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/SA295_Community_transition_items_50-50.docx)

For services and supports after the client transitions out of an approved institutional setting which supports community living, use the SA295 service code. This service code can be used for the purchase of necessary one-time goods or services where the authorized Medicaid scope of service does not meet the client’s needs. This service code should also be used to reimburse a CCG for Trial Visits. Excluded are rental subsidies.

**NOTE:**  A contract is not required if another payment mechanism is utilized.

Options include:

Using a client services [HCS P-Card](https://stateofwa-my.sharepoint.com/:b:/r/personal/stephanie_vanpelt_dshs_wa_gov/Documents/Desktop/Purchase%20Card%20Guide.pdf?csf=1&web=1&e=0hiqDk) (state issued credit card available to HCS HQ staff); or

Authorizing a contracted provider to pay for rental deposits and community living set-up fees directly and be reimbursed (such as a CCG).

Unit compensation to the contracted provider for issuing payment does not count towards the CTS $5000 limit.

### Short-Term Rental Assistance

This supplemental service will cover up to 6 months of short-term rental assistance and associated utility expenses to bridge the gap between transition to the community and when federal, state, or local housing assistance is secured.

To access this resource, case managers will need to utilize the established process for the ALTSA Bridge Subsidy as outlined in [Chapter 5b](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.dshs.wa.gov%2Fsites%2Fdefault%2Ffiles%2FALTSA%2Fhcs%2Fdocuments%2FLTCManual%2FChapter%25205b.docx&wdOrigin=BROWSELINK).

#### Emergency Rental Assistance: [SA298](http://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/SA298_Emergency_rental_assistance.docx)

ERA is a one-time payment made directly to landlords on behalf of a client who is facing an immediate eviction due to non-payment of rent. As part of the assistance request, clients must demonstrate they are able to pay their rent going forward and maintain their independent housing as a part of their community setting stabilization. This resource should only be requested when there are no other community options to fully or partially meet the need. Please Reference [**Chapter 5b**](https://www.dshs.wa.gov/sites/default/files/ALTSA/hcs/documents/LTCManual/Chapter%205b.docx) for additional Housing Resource policy information.

ERA does not include pre-tenancy deposits or move-in costs, including first month’s rent, required at move in. There are other resources that may cover these one-time expenses (e.g., service code [SA297](http://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/SA297_Community_Transition_or_Sustainability__Services-Federal_Match.docx)).

### Environmental Modifications- In Home: S5165 UA

Minor physical adaptations to an RCL participant’s in home setting as authorized in the plan of care to increase health, welfare and safety and provide greater independence. Must be of direct medical or remedial benefit to the participant, including but not limited to:

* Installation of ramps and grab bars
* Widening of doorways
* Modification of bathroom facilities
* Installation of specialized electric or plumbing systems.
* Installation of Assistive Devices

Excluded are adaptations or improvements that are of general utility and are not of direct benefit to the individual (e.g., carpeting, roof repair, central air conditioning, etc.). See [General Utility modifications](#_Environmental_Modifications-_Genera) for more information. Adaptations which add to the total square footage are also excluded.

### Environmental Modifications- Residential: [S5165 UB](https://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/S5165_UB_Environmental_Adaptations_Residential.docx)

Minor physical adaptations to an RCL residential setting as authorized in a participant’s plan of care to increase health, welfare and safety and provide greater independence. Must be of direct medical or remedial benefit to the participant, including but not limited to:

* Installation of ramps and grab bars
* Widening of doorways
* Modification of bathroom facilities
* Installation of specialized electric or plumbing systems.
* Excluded are adaptations or improvements that are of general utility and are not of direct benefit to the individual (e.g., carpeting, roof repair, central air conditioning, etc.). See [General Utility modifications](#_Environmental_Modifications-_Genera) for more information. Adaptations which add to the total square footage are also excluded.

### Environmental Modifications- General Utility Allowance: S5165 UE

Minor general utility adaptations to an RCL resident’s home as authorized in a participant’s plan of care to increase health, welfare and safety and provide greater independence. Must be of direct medical or remedial benefit to the participant, including but not limited to:

* replacing hot water heaters
* minor roof repairs
* repair of drywall
* Repairs to specialized electric or plumbing systems.

### [Assistive Technology (Non-CFC): SA075 U2](http://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/SA075_U2_Assistive_Technology_Non_CFC.docx)

**AT Goods and AT Services must be:**

1. In response to an assessed and documented need in the Client’s assessment and agreed to by the Client;
2. Authorized by the case manager to be implemented as part of and in accordance with a Client’s service plan;
3. Within the coverage and any specific parameters of the Client’s eligible program; and
4. A one-time AT Good or AT Service (not ongoing) that is not covered by Medicare, Apple Health, other insurances or resources.

AT Goods, including assistive equipment, are adaptive/assistive devices/items that increases a client’s independence or substitutes for human assistance with an ADL, IADL, or health-related task.

The list of RCL AT covered goods is in alignment with the [CFC AT Covered Item List](\\\\dshsapoly2411c\\DATA1\\HCS\\Medicaid Team\\CFC - Community First Choice\\Assistive Technology\\CFC AT Covered Items & exclusions & providers 07.2022.xlsx) and is updated in the CFC Chapter of the Long Term Care Manual (Chapter 7b). Further details, to include how to find and AT contracted provider, and limitations regarding this service, are located in the CFC Chapter.

#### Other services available under Roads to Community Living:

* Durable Medical Equipment (See [Blanket code](http://intra.ddd.dshs.wa.gov/ddd/P1ServiceCodes/) lists)
* [Spec. Medical Equipment Service/repair: K0739](http://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/K0739_Spec_Medical_Equpiment_Service_and_Repair_nonOxygen.docx)
* [Non-Medical Equipment and Supplies: SA421](http://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/SA421_Non_Medical_Equipment_Supplies.docx)
* [Client Training Medical: H2014-UC](http://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/H2014_UC_Client_Training_Medical.docx)
* [Client Training Non-Medical: H2014-UD](http://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/H2014_UD_Client_Training,_non_medical.docx)
* Technology Support Consultation and Technical Assistance: H2014-U9
* Non Medical Transportation: T2003
* [Technical Assistance:](http://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/S5115_U6_Staff_Consultation_and_Training_Medical.docx)  S5115-U6
* [Wellness Education SA080](http://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/SA080_Wellness%20Education.docx)
* [Home Delivered Meals: S5170](https://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/S5170_Homedelivered_prepared_meal.docx)
* Pantry Stocking : SA420 U1
* Personal Emergency Response System (PERS):

|  |  |
| --- | --- |
| **Service** | **P1 Code** |
| PERS Installation Fee | [S5160](http://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/S5160_PERS_Installation.docx) |
| PERS standard/basic unit | [S5161](http://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/S5161_PERS_Service.docx) |
| * Fall Detection add-on service (AT) to PERS standard/basic unit | [S5161 – U1](http://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/S5161_U1_PERS_Add_On_Service_Fall_Detection.docx) |
| * GPS add-on service (AT) to PERS standard/basic unit | [S5161 – U2](http://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/S5161_U2_PERS_Add_On_Service_GPS.docx) |
| * Medication Mgmt System add-on (AT) to PERS standard/basic unit | [S5161 – U3](http://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/documents/Service%20Codes/S5161_U3_PERS_Add_On_Service_Medication_Reminder.docx) |

***When in doubt, send questions and concerns to:*** [DSHSALTSARCLReferrals@dshs.wa.gov](mailto:DSHSALTSARCLReferrals@dshs.wa.gov)

***HQ RCL Staff are happy to help!***

#### Are all of the RCL services available anywhere in the State of Washington?

Some services may be limited according to regional contractor availability. One of the goals of the RCL demonstration project is to help identify and expand contracted provider capacity and resource availability when the services and supports meet the RCL demonstration project criteria.

\*If there is a specific client need for a contracted service provider that does not exist in their local area, notify the associated [Area Agency on Aging](http://www.dshs.wa.gov/sites/default/files/ALTSA/hcs/documents/AAA%20Directory.docx) contracts management team of this need.

#### Where may individuals receive services under RCL?

Places where individuals may receive services during the RCL 365 day post transition demonstration period are called qualified community settings. Qualified community settings under RCL include:

* The individual’s owned or leased home or apartment (including Supported Living when the client holds the lease)
* A home or apartment owned or leased by the participant’s family; or
* Adult Family Home (AFH), Assisted Living Facility (ALF), Adult Residential Care (ARC), and Enhanced Adult Residential Care (EARC).

## Who is eligible for the RCL project?

The RCL demonstration project will transition the last individual onto RCL services on 12/31/2026. The last date for individuals to receive RCL services is 12/31/2027 therefore all RCL participants must be disenrolled by that date. For those RCL participants who may be re-institutionalized during their 365 day post transition demonstration period, they will be allowed to finish the remainder of their 365 day demonstration period on or before the 12/31/2027 project end date. The grant will be closed out with all expenditures finalized, reconciled and submitted to CMS by 09/30/2031.

#### Individuals eligible for RCL are:

* People of any age with a continuous, qualified stay of **60 days or longer** in a qualified institutional setting (hospital, nursing home, ICF-ID); OR
* Individuals in a psychiatric hospital with a continuous stay of **60 days or longer** who are under the age of 22, or 65 and older.

**AND** each of the following:

* Receiving Medicaid-paid inpatient services immediately prior to discharge, including most of the ACES N group, also known as MAGI (see exceptions below)
* Interested in moving to a qualified community setting which includes the following: In-Home, Adult Family Home (AFH), Assisted Living Facility (ALF), Adult Residential Care (ARC), and Enhanced Adult Residential Care (EARC);
* On the day of institutional transition to begin the 365 day demonstration year, RCL participants must be functionally and financially eligible for waiver or state plan services (or Fast Tracked).

#### Individuals who are not eligible for RCL are:

* Individuals in the L04, L24, N21 and N25 state funded non-citizens medical benefits
* Individuals eligible and transitioning into a designated Residential Support Waiver (RSW) care setting.
* Individuals eligible and transitioning into an Enhanced Adult Residential Care - Specialized Dementia Care Program (SDCP)
* Individuals eligible and transitioning to Private Duty Nurse Adult Family Home setting (PDN AFH)
* Individuals enrolled in Program of All-Inclusive Care for the Elderly (PACE).
* Individuals must choose which program is most appropriate to meet their needs.

### How to request RCL Enrollment for a qualified individual

1. Create an email and send to [DSHSALTSARCLReferrals@dshs.wa.gov](mailto:DSHSALTSARCLReferrals@dshs.wa.gov) including the following client information:

* Client name
* Client ACES ID
* Qualified institutional admission date
  + Individual may be enrolled early for RCL, when the institutional stay is expected to exceed 60 days
* Include any requests for transition planning support (if needed)

After the RCL enrollment request is received and processed, an email reply will be sent with the RCL Participant form attached. A copy of this form is given to the client and submitted to DMS *(Example of RCL participation form is located under the Resources section)*

#### HCS Headquarters staff will complete RCL enrollment procedures, including adding the RCL RAC.

### Authorizing RCL services for HCS clients

#### Once the HCS individual is enrolled in RCL on the RCL Enroll/Disenroll screen, the case worker may authorize pre-transition services while the participant is a resident in the qualified institutional setting:

1. Have the individual or their representative complete the [Consent for Services (DSHS 14-012) form](https://www.dshs.wa.gov/sites/default/files/FSA/forms/word/14-012.docx), assisting as necessary.
2. Document in the CARE assessment, a SER and/or the Sustainability Goals screen in CARE the service(s) being authorized, and/or the items to be purchased,
3. Following all procedures in the [Social Services Authorization Manual](http://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/), authorize necessary services. List all RCL services on the appropriate screen(s) in CARE. For example, if an individual is authorized RCL Client Training: Behavior Support services, “Client Training/Waiver” should be included in the Treatment screen, choosing the appropriate provider type and frequency on the Provider List. In the “Supports” screen connect this treatment to contracted Professional Support provider as a paid task.

For RCL services that do not have a distinct treatment, follow this guide as to which treatments to choose:

|  |  |
| --- | --- |
| **RCL Service** | **Treatment Screen** |
| Community Choice Guiding | Community Integration |
| Community Transition Goods & Services to include One Time Pantry Stocking | Other |
| Client Training: Behavior Support | Client Training/Waiver |
| Non Medical Transportation | Other |

#### When the participant is approaching a transition date from a qualified institution:

1. Complete the CARE assessment including all transition services authorized and move it to current. Reminder: an assessment can be moved to Current status with an authorized paid service.
2. Ensure all services and identified equipment are delivered and in place at the time of transition.
3. Send care planning documentation to the participant and any individuals involved in care planning, as necessary, per instructions in [Chapter 3.](https://www.dshs.wa.gov/sites/default/files/ALTSA/hcs/documents/LTCManual/Chapter%203.doc)
4. Follow instructions as outlined in the LTC Manual to obtain approval on the plan of care, send all required documents/forms to the individual/representatives and providers, and complete required documentation of these activities.

**Tip:** As a best practice, it is helpful for the individual to visit their new setting prior to transition to determine if additional supports or services will be needed. Additional equipment may be identified, or it could be as simple as rearranging items for easier access to prevent falls.

For example, if a person is returning to their own home after a hip replacement, they may need items in the kitchen moved to a new place so they can reach them without falling when they are home alone (for example, pots and pans that are kept in a low cabinet may need to be relocated). This could include a home evaluation by OT/PT or a home visit with a CCG or other contracted provider.

#### As soon as the participant transitions from the institution:

Update the following fields on the RCL Enroll/ Disenroll screen in CARE:

1. Enter the discharge date in the “Actual discharge date” field (this must match with the discharge date on the NFCM screen).
   * Please note: The individual’s 365 day/demonstration year clock does not begin until this field is complete.
2. The “Projected end date” field will populate with an auto-calculated RCL year-end date,



1. Discharged To (setting type).

Text

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1. Indicate whether or not the participant is receiving ALTSA Housing resources as part of their transition plan

*Review LTC Manual* [Ch 5b](https://www.dshs.wa.gov/sites/default/files/ALTSA/hcs/documents/LTCManual/Chapter%205b.docx) *for more information regarding ALTSA Housing resources*

Chart

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1. Indicate whether or not the participant is receiving managed Medicaid services (N series or enrolled with a Managed Care plan for apple health benefits).

*Review LTC Manual* [Ch 22](https://www.dshs.wa.gov/sites/default/files/ALTSA/hcs/documents/LTCManual/Chapter%2022.doc) *for more information regarding managed Medicaid services*

Chart

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1. Create a new entry on the Residence screen with updated address information.
2. On the Care Plan screen, ensure “Roads to Community Living” is the selected program in the “Client chosen program” field.
3. Update the RCL RAC end date. Ensure the RCL RAC end date matches the “Projected end date” field date from the RCL Enroll/Disenroll screen

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1. Using the [14-443](https://www.dshs.wa.gov/sites/default/files/FSA/forms/word/14-443.doc), notify the Public Benefits Specialist of the discharge date from the nursing facility and complete the RCL portions of 14-443, including the RCL 365 day end date, which is located in the RCL Enroll/disenroll screen. (Reminder the RCL 365 day end date needs to match the RCL RAC end date)
2. Create the authorization(s) and send a Planned Action Notice

* **Note:** Planned Action Notices (PAN) must be completed and provided to the participant and their representative when ALTSA makes a decision regarding eligibility, service, or denial/termination of a provider. The PAN includes information regarding the planned action and appeal rights.

1. As a best practice, it is highly recommended to schedule a joint case staffing between the case worker and AAA/Residential Care Case Manager to facilitate a smooth transition.
2. Transfer the case to the AAA or Residential Care Case Manager per local policy. Refer to existing [Case Transfer Guidelines](http://intra.altsa.dshs.wa.gov/docufind/LTCManual/documents/Chapter%205.doc) in Chapter 5 of the LTC Manual. Make sure to note on the Case Transfer form that the individual is an RCL participant and include the projected end date of their 365 day year.

***When in doubt, send questions and concerns to:*** [DSHSALTSARCLReferrals@dshs.wa.gov](mailto:DSHSALTSARCLReferrals@dshs.wa.gov)

***HQ RCL Staff are happy to help!***

**Important note:** The case worker should closely monitor all financial letters during the 365 day RCL demonstration period. If the participant receives a termination letter, contact the financial worker immediately. *Eligibility should not be terminated due to changes in functional or financial status. Participants who were eligible for RCL at discharge are eligible for RCL until the end of their 365 day demonstration service year regardless of change in functional or financial status.*

## Authorizing RCL services for Individuals enrolled in DDA

#### While the person is still in the DDA facility, the CRM shall:

* Determine eligibility for RCL (see the [eligibility requirements](#_Who_is_eligible_3)).
* If the individual is eligible for RCL, offer RCL as an option for receiving services.
* Enroll the individual in RCL on the Enroll/Disenroll screen in CARE.
* Have the individual/representative complete the [Participant Information Form](https://teamshare.dshs.wa.gov/sites/hcs/RTI/RCL/Document%20Library2/1/Participant%20Information%20and%20Consent%20Form%20Revised%200713.docx?web=1), assisting as necessary.
* DDA staff at the RHC and in the regional offices will work together with the individual/guardian to produce a budget and plan.

#### When the participant is approaching discharge from the facility, the DDA CRM shall:

* Complete the DDA assessment.
* Following all CARE notification protocols, distribute necessary assessment related documents (PAN, Service Summary, etc.).
* Notify the financial worker that the individual is an RCL participant on the RCL version of the DSHS 15-345 in Barcode and include the following:

1. The date of discharge from the institutional setting onto RCL services.
2. The setting that RCL services will take place (in-home, AFH, etc.).
3. The new address.
4. A request to complete the Authorized Representative (AREP) screen in ACES per normal procedures so the CRM can receive the financial letters.
5. A request that the financial worker open a waiver program in ACES.

#### As soon as the participant transitions from the institution:

Update the following fields on the RCL Enroll/ Disenroll screen in CARE:

* Actual Discharge Date (this must also be updated on the NFCM screen if discharging from a nursing facility).

Please note: The individual is not considered to be on their 365 day demonstration period until this field is complete.

* Discharged To (setting type).
* Indicate whether or not the participant is receiving personal care services upon discharge.
* Indicate if the participant is in the ACES N05 group (check in ACES if you are unsure).
* Update the Residence screen with the current address information.
* Update the Projected End Date for the RCL RAC (it should be 365 days from the Actual Discharge Date; it is not based on the Start Date that was entered for pre-transition services).

Note: The DDA CRM should closely monitor all financial letters during the 365 day demonstration period. If the participant receives a termination letter, contact the financial worker immediately. Eligibility should not be terminated due to changes in functional or financial status. Participants are eligible for RCL until the end of their demonstration service year regardless of a change in status.

#### How much may I spend on RCL services?

RCL services can only be authorized for a **MAXIMUM of 365** days following discharge from an institutional setting. Services may be used during the demonstration year and are intended to be intensive, if needed, at the beginning of transition, and to lessen over time. Case managers must also plan for services which are necessary for maintenance of community living after the end of the 365 day period.

Since one of the goals of the project isto promote flexibility and develop individualized and person-centered transition plans, spending guidelines **are dependent on the participant’s circumstances and needs**. (The DDA Assessment and rates calculator will be used to determine the funding available for individuals enrolled in RCL through DDA.)

When utilizing RCL Services:

* Document in the CARE Assessment, a SER or the Sustainability Goals screen:
* How the services or supports being authorized are of direct benefit to the participant’s successful transition and community living.
* Ensure services authorized are consistent with needs identified in the CARE assessment.
* The process followed that demonstrates that any equipment purchased is in addition to that supplied by Medicare/Medicaid and does not replace it.

Follow all purchasing protocols as instructed by headquarters. Note:

Receipts for all purchases must be included in the participant’s electronic case record (ECR). Attach all receipts/bids to the [Packet Cover Sheet (02-615)](http://forms.dshs.wa.lcl/formDetails.aspx?ID=13767).

Documentation that the participant received the goods purchased must be in the participant’s ECR.

Services can be reauthorized at the end of the Maximum Length of Service included on the [Service Code Data Sheet](#_Other_services_available).

* For example, if additional services are needed after authorizing Client Training: Behavior Support services for a three month period of time, three additional months may be authorized.

Service maximums are cumulative for each service *per occurrence*. For example, if the service limit for a given code is $5000, all the goods purchased over the maximum length of service per the Service Code Data Sheet cannot total more than $5000 without an ETR during a transition. See Service Code Data sheets for detailed information.

#### ETR Considerations Personal Care:

HQ ETRs will only be used for additional necessary personal care hours or daily residential rate.

#### Community Transition or Sustainability Services:

If authorizations for a necessary service/item exceed the maximum amount allowable, you must complete a local ETR prior to exceeding the maximum limit. Each region will use their local ETR process for RCL services.

#### Bathroom Equipment:

Follow all procedures to request bathroom equipment through the ETR process as outlined in the Social Services Authorization Manual. Please reference bathroom equipment ETR protocol in COPES [Ch 7d pgs 22-24](https://www.dshs.wa.gov/sites/default/files/ALTSA/hcs/documents/LTCManual/Chapter%207d.docx)

[Chapter 3: Assessment and Care Planning](https://www.dshs.wa.gov/sites/default/files/ALTSA/hcs/documents/LTCManual/Chapter%203.docx) has detailed information on the Exception to Rule (ETR) Process.

## Actions for HCS, AAA and DDA to prepare for the end of the RCL 365 day service period

Approximately 30-60 days prior to the end of the individual’s 365 day service year, the CM/CRM/CNC should check in with the RCL participant and ensure the client continues to be stable in their community setting. This is an important period of time to determine if the client is in need of any of the RCL package of services prior to the demonstration year ending. Does the client require an updated assessment? If so, follow usual assessment procedures. Ensure that any necessary steps are taken in order for the participant to maintain successful community living, including an evaluation of functional and financial program eligibility for services after the participant’s 365 day demonstration period has expired.

**NOTE:** The assessment may be moved to Current prior to the end of the 365 day demonstration period. However, in order to maximize the enhanced match received for RCL services, end date the RCL RAC on the Projected End Date and open the new RAC identifying the on-going service program(s) starting the day after the RCL Projected End Date. The RCL RAC should be assigned for the maximum length of time based on the Projected End date which takes into account any disenrollments and re-enrollments which pushed the Projected End Date out beyond the original 365 days (You can use a custom tickler as a reminder to change the RAC at the appropriate time). When ending the RCL RAC and starting the on-going program(s) RAC mid-month, this action may require modifying/splitting of the service payment line, please review [P1 Social Services Manual](https://intra.dda.dshs.wa.gov/ddd/P1ServiceCodes/) for procedure steps.

#### At the conclusion of the participant’s 365 day demonstration period, the CM/CRM:

1. Add the Disenrollment Date to the RCL Enroll/Disenroll screen in CARE.
2. Indicate “Has completed 365 day RCL participation period” as the Disenrollment Reason in CARE

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1. Amends the end date of the RCL RAC (3100) and adds the on-going applicable state plan/waiver HCBS RAC the individual is eligible to receive based on functional and financial eligibility (see **Note** above).

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1. Follow instructions as outlined in [Chapter 3: Assessment and Care Planning](https://www.dshs.wa.gov/sites/default/files/ALTSA/hcs/documents/LTCManual/Chapter%203.docx) to obtain approval of the plan of care, send all required documents/forms to the individual, representatives and providers (including PANs), and complete required documentation of these activities.
2. Notify the PBS on a DSHS 14-443 (for HCS/AAA) or a DSHS 15-345 (for DDA) in Barcode and include:
3. The date of the disenrollment from RCL services.
4. The program the participant is functionally eligible for (state plan/Medicaid waiver).
5. The setting of the services (in-home, AFH, etc.).
6. Update the address, if necessary.

For individuals who are managed Medicaid and enrolled with a Managed Care Plan (also known as the MAGI, ABP or MCS group), additional steps must occur as part of transition planning for the end of the RCL 365 day service period.

* 90 days prior to the end of the 365 day demonstration year, begin pursuing a disability determination, if enrolling the individual onto a waiver program (i.e., COPES, New Freedom, Basic +, Core, Community Protection, or CIIBS) or prepare to transition the client to ABP-CFC only.
* 60 days prior to the end of the 365 day demonstration year: If the RCL client is utilizing waiver services or is wishing to access Waiver services after RCL expires, assist the client with submitting a LTSS application for a financial determination of waiver services (i.e., COPES, New Freedom, Basic +, Core, Community Protection, or CIIBS).
* 30 days prior to the end of the 365-day service period, the case worker should review eligibility status with the Public Benefits Specialist.

Public Benefits Specialists must follow instructions as outlined in the [*Apple Health Medicaid Manual*](http://www.hca.wa.gov/medicaid/manual/Pages/index.aspx)*.*

## What are the case worker’s responsibilities with the RCL program?

HCS/AAA: Once a participant is enrolled in the RCL program, the case worker provides primary case management, including the authorization of RCL services.

DDA: The designated CRM and regional RCL liaison will continue to work collaboratively throughout the duration of the grant process. The assigned CRM will assume primary responsibility for requesting waiver approval and authorizing waiver services for eligible individuals at the end of the first year of grant participation.

#### How often do I need to assess the participant?

As outlined in [Chapter 3: Assessment and Care Planning](https://www.dshs.wa.gov/sites/default/files/ALTSA/hcs/documents/LTCManual/Chapter%203.docx), the CM/CRM/CNC will use professional discretion to determine if an updated assessment is needed during the course of the client’s 365 day RCL service year. The Annual assessment will likely be completed within the RCL service year. A general check in with the client within 60 days prior to the end of the RCL 365 day service year is recommended to plan for the transition onto waiver or state plan services when the RCL services end.

#### If a participant needs to be re-admitted into an institutional setting:

Follow all protocols in the [Ch 10 Nursing Facility Case Management and Relocation](http://intra.altsa.dshs.wa.gov/docufind/LTCManual/documents/Chapter%2010.docx) chapter (making sure to update the NFCM screen in CARE with the admit date and facility name). Note the following:

* For an institutional stay less than 30 days, do not disenroll the participant (the RCL 365 day service period continues uninterrupted).
* For an institutional stay greater than 30 days, the participant must be disenrolled in CARE following all [disenrollment procedures](#_How_do_I_5):

1. Record the Disenrollment Date and Reason
2. The Disenrollment Date is the date of re-admission to the institution once the stay has extended beyond 30 days (backdating to accurately reflect the readmission date is acceptable).

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1. Choose “Reinstitutionalized for greater than 30 days” in the Disenrollment Reason field of the RCL Enroll/ Disenroll screen in CARE.
2. Choose from the drop down the reason the participant was reinstitutionalized.
3. When the individual is ready to return to the community, they should be re-enrolled for the remainder of the RCL service period.

***When in doubt, send questions and concerns to:*** [DSHSALTSARCLReferrals@dshs.wa.gov](mailto:DSHSALTSARCLReferrals@dshs.wa.gov)

***HQ RCL Staff are happy to help!***

#### What is the procedure for RCL participants who have received services but who choose not to receive personal care services in the community?

In order for participants to remain on the RCL program for the full 365 days post institutional transition, they must accept an RCL paid service from the RCL community transition and sustainability package of services. For those participants who choose to decline all paid services in addition to declining personal care services, follow the Termination of Services guidelines and procedures as outlined in [Chapter 5: Case Management](https://www.dshs.wa.gov/sites/default/files/ALTSA/hcs/documents/LTCManual/Chapter%205.docx). In addition, update the RCL screen to formally disenroll the participant from RCL on the RCL Enroll/Disenroll screen in CARE following all [disenrollment procedures](#_How_do_I_5).

#### Can RCL participants choose not to participate in the RCL project?

HCS/AAA: Yes. When a participant or their representative wants to withdraw from the RCL project, work with the participant to resolve issues, if possible. If the participant still wishes to disenroll in RCL but wants to continue to receive state plan or waiver services, a CARE assessment and financial eligibility determination must be completed to establish the participant’s eligibility for the appropriate Medicaid waiver or state plan program.

DDA: Yes. If a participant wishes to withdraw from the project, they may return to an RHC that has a vacancy. The participant may request to return to the same living unit if it is available.

RCL services for all participants must end by day 366 (on or before day 365). At that time, they must be transitioned to the waiver or state plan services available to them based on their financial and functional eligibility.

### How do I disenroll an RCL participant?

An RCL participant is an individual who moved out of an institution on the RCL program and started their 365 day demonstration year. An RCL participant must be disenrolled when they:

* 1. Reach the end of their RCL 365 day participation period
  2. Return to an institution for longer than 30 days (they can re-enroll later to utilize the days remaining in their 365 day service year)
  3. Move out of state (an RCL participant moving to a state with an MFP grant may be eligible to enroll in that state’s MFP program. Click [here](https://www.medicaid.gov/state-resource-center/medicaid-state-technical-assistance/money-follows-the-person-tech-assist/list-of-mfp-grantees.html) for a current list of MFP states/Project Directors.)
  4. No longer want the service(s)
  5. Deceased

*Graphical user interface, text

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1. Enter the Disenrollment Date on the RCL Disenroll screen in CARE
2. For participants who returned to an institution for greater than 30 days, use the admission date (backdate)
3. For participants who died while on RCL, use the date of death
4. For participants who reach the end of their service year, the date should not extend beyond the 365 days of RCL eligibility. (The day of discharge is Day 1; the disenrollment date must be on or before the “Projected End Date” on the RCL Enroll/Disenroll screen in CARE.)
5. End date the RCL RAC and select the applicable Medicaid waiver or state plan RAC based on the individual’s functional and financial eligibility (no payment correction is necessary if the individual discharged onto the RCL program and was receiving RCL services).
6. Send the participant a Planned Action Notice updated with approved on-going program(s).
7. Notify the Public Benefits Specialist using Form 14-443 (HCS/AAA) or a DSHS 15-345 (DDA) in Barcode and include:
8. The date of the disenrollment from RCL services.
9. Which program the participant is functionally eligible for (state plan/waiver) and the start date for this new program (if applicable.)

#### What is the process to re-enroll a participant who has been disenrolled for a reason other than completing their 365 days in the community?

*Note regarding reenrollments:*

* *A new 60 day length of stay is not required.*
* *A new Consent form (14-012) does not need to be signed by the individual.*

1. If the participant was disenrolled due to returning to an institution for greater than 30 days:
2. Prior to authorizing any transition services, create a new enrollment on the RCL Enroll/Disenroll screen in CARE by clicking on the “plus (+) button.
3. The Enrollment date can be as early as one day following the Disenrollment Date if transition planning begins immediately, or it can be as late as the same day as the subsequent Actual Discharge Date if no transition services were utilized.
4. Re-enrollment restarts the RCL “clock”, recalculating the Projected End Date.
5. This process can be followed as needed throughout the participant’s RCL service year until there is no time remaining on the RCL “clock”:
6. Complete SER note of the re-enrollment.
7. Upon transition, follow all other instructions regarding transitioning from the institution including entering all the required information on the Enrollment screen and NFCM screens in CARE*.*

### What about Contracting?

All LTC contracts are executed through the AAA unless other local agreements are in place that state otherwise. RCL services are contracted utilizing the same procedures as other client service contracts. Obtain a list of current contracted providers from your local AAA office. Notify your regional ALTSA HQ Resource and Development team member and/or local AAA Contract Managers if you find there is a network capacity need for contracted providers in your area.

For DDA contracts, refer to the DDA RCL Coordinator with questions.

**Note:** In addition to specific contracted duties, each provider is responsible for reporting any instances of abuse, neglect, or exploitation of a vulnerable adult or child.

**Note:** All IPs must be currently employed with Consumer Direct Care Network (CDWA) before becoming a paid provider for a participant who is being served in the RCL project.

#### How is the project evaluated?

The Centers for Medicare and Medicaid Services (CMS) requires regular reports on RCL participants in their demonstration year. In addition, CMS evaluates grantees semi-annual reporting to monitor progress and identify challenges and improvement opportunities with participating state’s MFP programs.

## Resources

Information about the Money Follows the Person RCL Project

Public website: [Roads to Community Living (RCL) | DSHS (wa.gov)](https://www.dshs.wa.gov/altsa/rcl)

Federal website: [Money Follows the Person | Medicaid](https://www.medicaid.gov/medicaid/long-term-services-supports/money-follows-person/index.html)

[WAC 388-106-0250-0265](http://apps.leg.wa.gov/wac/default.aspx?cite=388-106-0250)

#### RCL Enrollment Form (managed by HCS HQ)



#### Client Services Purchasing Card Process (HCS Only):



#### DMS Packet Cover form:



## Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Made By** | **Change(s)** | **MB #** |
| 11/2023 | Amanda Speck | Clarification on SA266 Purchasing and CCG reimbursement timeliness.  Included additional service information for: Trial Visits, Pantry Stocking & Non Medical Transportation  Amendment of SA297, SA296 and Environmental Modification service code purchase limits without ETR. |  |
| 08/2023 | Stephanie VanPelt | * Added Emergency Rental Assistance information * Added P-card information and guide * Added Environmental Modification General Utility Allowance information * Updated RCL project dates * Updated DMS packet cover form 02-615 | [H23-071](https://intra.altsa.dshs.wa.gov/docufind/MB/HCS/HCSMB2023/H23-071%20LTC%20Manual%20Chptrs,%203,4,5,5a,5b,7,7a,7b,7c,7d,7f,7g,8,9a,9b,10,11,15a,15b,29,30d.docx) |
| 09/2022 | Stephanie VanPelt | Included RCL Referral shared email box  Removed detailed description of RCL eligible settings.  Updated RCL enrollment/disenrollment instructions to reflect CARE Web migration  Aligned RCL case management and transfer procedures with the State Plan and Chapter 5. | [H22-042](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fintra.altsa.dshs.wa.gov%2Fdocufind%2FMB%2FHCS%2FHCSMB2022%2FH22-042%2520LTC%2520Manual%2520Chapters%25205b%25207a%25207b%25207d%25207g%25208%252022%252026%252027%252029%2520and%252030d.docx&data=05%7C01%7Cjulie.cope%40dshs.wa.gov%7Cb8c2fd05bc754672416a08da9a684ab7%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C637992069959668287%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=2eZHqYbgLtG%2Bp07dbXH7RHiG9wZAWKIjExLyZD4hapg%3D&reserved=0) |
| 5/2022 | Stephanie VanPelt | Extended RCL Project through 12/31/2026 | [H22-028](https://intra.altsa.dshs.wa.gov/docufind/MB/HCS/HCSMB2022/H22-028%20LTC%20Manual%20Chapters%203%205%207d%207f%207g%208%209a%2010%2029%20and%2030.docx) |
| 06/2021 | Stephanie VanPelt | Updated RCL qualified and unqualified community settings  Updated RCL eligibility criteria from 90 days to 60 days continuous qualified institutional stay  Addition of Residential Unit Furnishings WACs and guidance | [H21-050](https://intra.altsa.dshs.wa.gov/docufind/MB/HCS/HCSMB2021/H21-050%20Revision%20for%20LTC%20Manual%20Chapters%202%205a%205b%207b%207g%208%209b%2010%2017a%20and%2029%20June%202021.doc) |
| 03/2021 | Stephanie VanPelt | The RCL project has been extended through 12/31/2022  Updated language in the eligibility section to reference the state funded non-citizens medical benefit instead of the acronym AEM and updated language related to PACE program | [H21-018](http://intra.altsa.dshs.wa.gov/docufind/MB/HCS/HCSMB2021/H21-018%20Revisions%20to%20LTC%20Manual%20Chapters%205%205b%207f%208%209b%2029%20and%2030d%20March%202021.docx) |
| 8/2020 | Stephanie VanPelt | Updated RCL Expert Contact information  Clarified Services available to RCL Participants  Added CCG Tracking Forms in Resource Section | [H20-031](https://intra.altsa.dshs.wa.gov/docufind/MB/HCS/HCSMB2020/H20-031%20HDM%20temporary%20changes%20%20COVID.docx) |