

# Region 4 DAP

Overview, guidelines and expectations



# DAP Overview

- DAP supports the Department's commitment to person-centered and recovery-based care.
- Supported with a pool of state mental health funds allocated to each DBHDS region (Region) to implement community capacity and/or individualized services and supports that enable adults receiving services in state hospitals to live in the community.



# DAP Purpose

- To serve individuals already discharged from state hospitals who are presently receiving services through the DAP and transition them into non-DAP funded services and supports as soon as able.
- To serve adults in state hospitals who have been determined to be clinically ready for discharge and for whom additional funding for services and supports is required to support their placement in the community through the development, funding, implementation, and utilization review of discharge assistance funds.



# Submitting DAP Requests

- Must be clinically ready for discharge\* (exceptions on later slide)
- Must have identified benefit status and explored other potential income; DAP is a payer of last resort
  - If individual has SSDI, please confirm how much (if any) income they have accumulated since admission (all income must go towards their plan)
  - All benefits applications (AG/Medicaid/SSI/SSDI etc.) should be completed and submitted to proper agency prior to discharge
- If placement occurs outside home CSB catchment, home CSB must communicate with receiving CSB; i.e. out of catchment referral



# Submitting DAP Requests cont.

- If seeking memory care(MC) placement, MC form must be sent to and approved by DBHDS prior to submitting DAP request
- If seeking ongoing residential costs over the approved AG rate, all DBHDS funded placements must be ruled out first (Town Creek, Gateway)



# Submitting DAP Requests cont.

**Once the previous requirements have been met and a clinically appropriate plan has been created:**

- Submit to Regional Housing Specialist via encrypted email a completed DAP plan, narrative and any other required supporting documentation\*; be sure documents are on the latest templates provided by DBHDS

\*Other documentation can include (but not limited to): behavioral assessment, UAI, medication list, etc.

- Once request is received, the Regional Office will:

- Review for clarity and accuracy
- Request modifications if necessary
- Deliver via encrypted email to RUMCT for approval
- Notify all parties involved once/if plan is approved (must have 4 CSB and 1 state hospital approvals to move forward)



# Exceptions to “Clinically Ready for Discharge” rule....

**Below are common exceptions to the rule:**

- NGRI Individual is exercising 8 hour privileges
- Individual requires guardianship before discharge



# Approval of DAP Plans

## Once request is approved:

- CSB liaison/staff can continue moving forward with discharge
- CSB liaison/staff must secure a provider agreement with the service provider for any ongoing plan
- Regional office will update the Region 4 DAP database to reflect the approval of the plan and the amount it was approved for





# Invoices

**In order to keep an accurate account of our annual allocation vs. the amount we have encumbered in DAP plans, it is of the utmost important invoices are received in a timely manner. It is the responsibility of the CSB liaison/staff monitoring the DAP plan to ensure DAP invoicing stays up to date**

- Providers will forward clear invoices to CSB liaison/staff monitoring the DAP plan
- CSB Liaison/staff will review the invoice for accuracy against approved DAP plan
- If accurate, sign invoice and send via encrypted email to [region4invoices@rbha.org](mailto:region4invoices@rbha.org)
- If there are discrepancies, do not send for payment. Please contact the provider and review the approved plan and request a new/accurate invoice
- Once received, regional office will review for accuracy and submit to finance for prompt payment if no discrepancies are found
- If discrepancies are found, regional office will notify CSB and request a new invoice
- RBHA Finance has a remit 30-day policy



# Invoice Inquiries

Should you require follow up on a previously submitted invoice, please be sure to contact the designated regional staff and provide:

- Vendor Name
- Individual's name
- Specific services rendered (month of service)
- Amount of invoice
- Date invoice was emailed to the Regional Office



# Reporting Requirements

- CSBs must meet state reporting requirements for all ongoing DAP plans (910 consumer designation code)
- Quarterly DAP report
- One-time DAP plan report (monthly)
- Other reports as mandated by Region and/or DBHDS



# Region 4 Scrubbing

## Quarterly DAP Scrub

- Regional scrubblings occur each quarter where liaisons/case managers give a complete report on all individuals with an active DAP plan
- Regional office has provided boards with a list of questions to help prepare for scrubs
- Also a great opportunity for problem solving any difficult cases liaisons/case managers may have

## Mini DAP Scrub

CSBs with 15 or more ongoing DAP plans (unless new criteria is identified), a mini scrub will take place in between each scheduled quarterly scrub

## Scrub Feedback

After all scrubs, the Regional Office will provide each CSB a form requesting any follow-up required from the recently completed scrub

- CSBs will complete requested follow up and return by listed due date
- Regional office will provide CSB and DBHDS with final outcomes



# DAP Manual and Forms

The following documents and forms can be found on the Region 4 website under Discharge Assistance Program:

- DBHDS DAP Administrative Manual
- IDAPP template
- DAP narrative template
- DAP quarterly report template
- DAP re-hospitalization/incarceration notice
- DAP secure memory care justification form
- This PowerPoint presentation

<https://www.region4programs.org/forms.aspx>



# Questions?

*Thank you!*



[www.region4programs.org](http://www.region4programs.org)