

Jump-Start Funding

What is Jump-Start?

Virginians with developmental disabilities (DD) can face challenges accessing service options that support them in their own homes, apartments and other integrated community settings. Jump-Start is a funding initiative designed for individuals seeking certain integrated community service options with new and expanding DD providers. This **one-time** funding has a maximum awarded amount per applicant and is used to develop infrastructure and capacity in community-based service organizations to support specific individuals while preparing to meet future community needs especially in geographically underserved areas. Providers must demonstrate how they will engage in targeted activities to increase and sustain capacity through a person-centered approach. Funds supplement a provider's existing resources by reimbursing providers expenditures based on the awarded fund. The funds are prioritized for individuals in areas where integrated service options are limited as identified by DBHDS or communicated to DBHDS by providers in the application process.

Who may apply?

- Providers who have joined the My Life My Community Database
- Providers of DD services willing to serve individuals in needed locations identified by DBHDS or as justified by the provider in the application
- Providers whose CEO or Administrator has signed the Jump-Start Agreement for sustainability with DBHDS
- Providers who can demonstrate they meet Jump-Start program criteria as detailed below

Who is eligible to apply?

Providers of Developmental Disability services, both small and large, are encouraged to apply.

- If a DBHDS license is required, it must be **an annual or triennial license** in the specific DD service for which you are requesting Jump-Start funds. All agencies should be in good standing with all state and federal requirements per 12VAC-105-150.
- Providers whose service requires a DMAS Participation Agreement and/or a discipline specific license or certification
- Applicants must meet the qualification requirements for the service(s) you are applying for (see chart below):

Adopted from My Life My Community-Services & Support Qualification 1.2023	BI	FI	CL	Qualifications* *All services require a provider participation agreement with DMAS
Employment and Day Options				
Community Engagement	✓	✓	✓	DBHDS Non-Center Based Day Support License. Community Engagement supports and fosters the ability of the individual to acquire, retain, or improve skills necessary to build positive social behavior, interpersonal competence, greater independence, employability, and personal choice necessary to access typical activities and functions of community life such as those chosen by the general population.
Community Coaching	✓	✓	✓	DBHDS Non-Center Based Day Support License. Community Coaching is a service designed for individuals who need one to one support in order build a

				specific skill or set of skills to address a particular barrier(s) preventing a person from participating in activities of Community Engagement.
Residential Options				
Independent Living Supports	✓			DBHDS Supportive In-home Residential Services License. A service provided to adults (18 and older) that offers skill building and support to secure a self-sustaining, independent living situation in the community and/or may provide the support necessary to maintain those skills.
In-home Support Services		✓	✓	DBHDS Supportive In-home Residential Services License. In-Home Support services are residential services that take place in the individual's home, family home, or community settings and typically supplement the primary care provided by the individual, family or other unpaid caregiver
Shared Living	✓	✓	✓	A DBHDS provider possessing a DBHDS license to provide DD services shall manage the administrative aspects of this service- Shared Living means an arrangement in which a roommate resides in the same household as the individual receiving waiver services and provides an agreed upon, limited amount of supports in exchange for Medicaid funding the portion of the total cost of rent, food, and utilities that can be reasonably attributed to the roommate
Supported Living		✓	✓	DBHDS Supervised Living Residential Services License or Supportive In-home Residential Services License. Supported living takes place in an apartment setting operated by a DBHDS licensed provider
Sponsored Residential - Children			✓	Takes place in a DBHDS licensed family home where the homeowners are the paid caregivers ("sponsors") who providers support as necessary so that he individual can reside successfully in the home and community. Sponsored residential services are services performed by the sponsor family 24-hours per day
Medical and Behavioral Support Options				
Private Duty Nursing		✓	✓	Private Duty Nursing is individual and continuous care (in contrast to part-time or intermittent care) for individuals with a medical condition and/or complex health care need, to enable the individual to remain at home.
Skilled Nursing		✓	✓	Skilled Nursing is part-time or intermittent care provided by an LPN or RN to address or delegate needs that require the direct support or oversight of a licensed nurse. Nursing services can occur at the same time as other waiver services.
Additional Options				
Benefits Planning	✓	✓	✓	Providers for this service are nationally certified Social Security Administration (SSA) Community Work Incentive Coordinators (CWIC) or Department of Aging and Rehabilitative Services (DARS) certified Work incentive Specialist Advocate (WISA) approved vendor. Benefits Planning Services is a service that assists recipients of DD Waiver and Social Security to understand their personal benefits and explore their options regarding employment.
Community Guide	✓	✓	✓	Completed Person-Centered Thinking training AND <u>General Community Guide</u> : Community Connections <u>Community Housing Guide</u> : DBHDS Independent Housing Curriculum Modules 1-3 AND one of the following: Regional Fair Housing course offered by the VA Fair Housing Office or VHDA Rental Education Coursework. Community Guide Services include direct assistance to persons navigating and utilizing community resources. Community Guides provide information and assistance that helps the person in problem solving and decision making and developing supportive community relationships and other resources that promote implementation of the person-centered plan.
Electronic Home-Based Services	✓	✓	✓	EHBS service provider shall be one of the following: Medicaid-enrolled licensed personal care agency; Medicaid-enrolled durable medical equipment (DME) provider; CSB or BHA; Center for Independent Living; Licensed and Medicaid-enrolled home health provider; An EHBS manufacturer that has the ability to provide electronic home-based equipment, direct services (i.e.,

				<p>installation, equipment maintenance, and service calls), and monitoring; or Medicaid enrolled PERS manufacturer that has the ability to provide electronic home-based equipment, direct services (i.e., installation, equipment maintenance, and service calls), and monitoring services.</p> <p>Goods and services based on current technology to enable a person to safely live and participate in the community while decreasing the need for support staff services.</p>
Employment and Community Transportation	✓	✓	✓	Not a DBHDS-licensed service, but any DBHDS-licensed provider can be the administering agency. The goal of this service is to promote the person's independence and participation in the life of his or her community.
Peer Mentor Supports	✓	✓	✓	<p>The administering agency shall serve as enrolled DBHDS licensed provider of DD services or Center for Independent Living. Serve as the enrolled provider and maintain the documentation of the peer mentors' qualifications, criminal background and Child Protective Registry (if underage of 18) checks, and other required documentation.</p> <p>Peer Mentor Supports provide information, resources, guidance, and support from an experienced, trained peer mentor. This service is delivered to people with developmental disabilities by people with developmental disabilities who are or have received services, have shared experiences with the individual, and provide support and guidance to him/her.</p>
Therapeutic Consultation		✓	✓	<p>Consultation with a professional designed to assist the individual's staff and/or the individual's family/caregiver, as appropriate, through assessments, development of TC supports plans, and teaching for assisting the individual enrolled in the waiver with the designated specialty area of <u>behavioral consultation</u>.</p> <p>The specialty areas are: * psychology * occupational therapy * speech and language pathology * physical therapy * behavioral consultation * rehabilitation engineering * therapeutic recreation</p>

- Providers have at least **three years of work experience** providing any community-based service to people with developmental disabilities in Virginia or another state
- Have identified a **one to three people** (funds are distributed as individuals are identified) in a defined geographic location who request one or more Medicaid Waiver-funded DD services listed below.
- The initial fund for Sponsored Residential Services for Children is dispersed once an individual chooses a home and funding continues when the individual has moved into the residence; funds must be utilized by the sponsored residential provider home so that the individuals in each specific home benefit from the funding; maximum of two individuals per home.
- Behavioral Therapeutic Consultation funds are distributed for the **state required fee**, and then once one individual accepts service, and continues with service delivered. Up to a minimum of three individuals should be served for Jump-Start Funding.
- Have executed a Jump-Start Acknowledgement & Assignment of Award form with everyone identified or his/her authorized representative, if applicable.

What are the eligible services and capacity-building activities?

Focus for Service/Program Development:

Providers are expected to develop capacity to create a sustainable program design and/or service delivery model that enables them to serve a growing population. Providers approved for funding will

initiate, expand, or maintain organizational structures and systems to support people with DD in community settings and in agreement with their DBHDS License and/or DMAS Participant Agreement.

DBHDS is conducting a gap analysis to identify areas where there is unmet demand for specific services (e.g., fewer than two licensed providers currently billing for these service options in each locality). Providers can use this data from the Baseline Measurement Tool, in combination with data from referrals of specific individuals who need these services from CSBs, to decide whether to:

1. **Develop and launch a new service option that they do not currently offer in geographic locations where there is unmet demand and limited provider availability**
2. **Expand a service option they currently offer in one geographic location to another geographic location where there is unmet demand and limited provider availability**

Service Options:

Providers must propose to offer one or more of the following DD Medicaid Waiver services. Each service has a maximum Jump-Start funding allowance. ***A Jump-Start applicant may not request funding for more than two service options and may not exceed a total of \$50,000. If applying for the combined Community Engagement and Community Coaching this is a single application consisting of two services.*** Agencies applying for Jump-Start funding may only receive the maximum award as a one-time incentive during program's existence. Sponsored Residential for Children providers may apply for \$10,000 per individual up to \$50,000.

- ☐ Behavioral Therapeutic Consultation (\$15,000)
- ☐ Benefits Planning (\$10,000)
- ☐ Combined Community Coaching and Community Engagement (\$40,000)
- ☐ Community Coaching (\$25,000)
- ☐ Community Engagement (\$25,000)
- ☐ Community Guide (\$15,000)
- ☐ Electronic Home-Based Services (\$10,000)
- ☐ Employment and Community Transportation (\$25,000)
- ☐ Independent Living Supports (\$25,000)
- ☐ In-home Supports (\$25,000)
- ☐ Peer Mentoring (\$10,000)
- ☐ Private Duty Nursing (\$25,000)
- ☐ Shared Living (\$10,000)
- ☐ Skilled Nursing (\$25,000)
- ☐ Sponsored Residential-Children (\$10,000 per individual)
- ☐ Supported Living (\$25,000)

Focus of Covered Activities: Providers are applying for Jump-Start funding on behalf of individuals who request one or more of the service options above. For example, if ABC Provider is applying for Jump-Start funds on behalf of Tom, Jane and Laura all of whom want Shared Living services, then ABC may choose to focus its application on designing a Shared Living services program, developing Shared Living policies and procedures, and advertising/recruiting/hiring a part-time program director. Program expenses are related to the provider's development or expansion of services to meet individual needs. Provider expenses are also provided through a fiscal agent based on a signed agreement following the application process.

Covered Activities: Providers can use Jump-Start funding to cover costs associated with the following activities. Providers must justify the cost associated with any covered activity in the budget. When purchasing vehicles to provide transportation to individuals within the service, it is important to select a reliable, accessible, and accommodating vehicle that meets their needs. For example, if ABC proposes to advertise/recruit/hire a part-time director, the budget should reflect the cost to advertise in local papers and/or on a major employment website (e.g., \$300 for one week), conducting a background check (\$75 using a national screening service), performing immunizations (\$25), and offering a hiring incentive (\$250 signing bonus awarded at 3-month anniversary). **Items costing \$1000.00 or more requires three estimates.**



Examples of covered activities:

Examples of Covered Program Expenses	Allowable for Program or Services
Business consultation fees: Project management fees (send estimates on business letterhead)	All Jump-Start Eligible DD Waiver Services
Business licenses/permits	All Jump-Start Eligible DD Waiver Services
Legal/professional start-up fees (send estimates on business letterhead)	All Jump-Start Eligible DD Waiver Services
Staff recruitment incentives; training (one professional training session, not to exceed \$2,000) and train-the-trainer costs (e.g. TOVA, MANDT, First Aid & CPR etc.)	All Jump-Start Eligible DD Waiver Services
Personnel costs for process to match staff to the individual	Peer Mentoring, Shared Living
Initial advertising push, conference vendor fees	All Jump-Start Eligible DD Waiver Services
Costs to create service(s) options needed to promote inclusion	Sponsored Residential for Children, Shared Living, Supported Living, In-home, Independent Living
Training for Peer Mentors	Peer Mentoring
Full cost of vehicle for direct service (see above example of approvable vehicle type, luxury vehicles are not covered)	Independent Living, In-home, Community Engagement, Community Coaching, Employment Community Transportation
State required fees for Behavioral TC. May purchase a maximum of two Assessment instruments for TBC	Behavior Therapeutic Consultant
Common space furniture for office or home -expanding into a distant locality, e.g., establish Independent Living or In-home services	All Jump-Start Eligible DD Waiver Services
Computers (laptop or tablets, not to exceed \$1,500.00), printers, backup drives, networking hardware	All Jump-Start Eligible DD Waiver Services

Industry specific software or custom software/database or equipment	All Jump-Start Eligible DD Waiver Services
Initial deposit on internet service and hardware	All Jump-Start Eligible DD Waiver Services
Business cards, letterhead, flyers, brochures	All Jump-Start Eligible DD Waiver Services
Cell phones (initial cost to purchase a phone)	All Jump-Start Eligible DD Waiver Services
Environmental modification	Sponsored Residential for Children, or with approval for special request
Other approved activities (examples-Annual or seasonal membership to movies, sports, museum, events)	Community Engagement, Community Coaching, Peer Mentoring
Assessment tools for non-medical triage, initial nursing supplies, one-time incentive for hiring bonus for additional RN & LPN, training for non-license caregivers	Skilled Nursing, Private Duty Nursing
Examples of Excluded Use of Jump-Start Funds	
Ongoing program costs (rent, vehicles, monthly utility payments etc.)	Salary, recruiting agency fee based on yearly salary's
Staff benefits, administrator/owners' incentives	Down payments on vehicles, equipment etc.
Mileage/fuel/food	Lease/mortgage payments
Lodging	Purchase commercial property

- **Remember Jump-Start funds:**
 - must be requested to develop services for specific individuals,
 - are not a continued source of funding, **it is a reimbursement fund.**
 - are based on a provider's plan for sustainable revenue, and
 - do not supplement Medicaid funding
- **All funding decisions are made based on the availability of Jump-Start funds, a program's documented ability to meet identified needs, the impact of the service option, and DBHDS approval of the provider application**

Criteria for allotment of Jump-start Funding

Jump-Start funds are allotted based on size and scope of the request. Applications will be reviewed and prioritized based on the following criteria:

- Identify three individuals to be served per agency, per program
- Individuals seeking support have less than two options of the identified service in the locality of their residence
- Request fulfills an identified need as communicated in the semi-annual DBHDS Provider Data Summary Baseline Measurement Tool updates or as justified in the application process.

- Financial budget and service description in the application process are related to either staff development, program development, or related expenses in preparing the program to meet the need(s) of individuals to be served.
- Ability to share program accomplishments biannually or upon request through various means such as: presenting accomplishments at roundtables, contributing to print or online resources, on stakeholder calls, etc. for a period of up to two years following project completion
- Provider meets qualification requirements for the service(s) to be provided
- Commitment to innovation in service delivery
- **Commitment to promptly inform DBHDS of changes in service delivery**

Only applications that propose to make a service option(s) available in geographic locations where there is both unmet demand and a shortage of providers will be funded. At least three individuals must be progressively identified for an application to be fully funded.

JumpStart Funding shall be awarded to applicants that:

- Justify the need for the service option in the selected geographic location (based on DBHDS gap analysis, CSB referral data, provider data)
- Commit to serve a minimum of three individuals per service
- Have documented how the service option start-up /expansion funds will be used, and how activities are organized, implemented, completed, and sustained.
- Have the management/staffing patterns that are connected to the service design and the roles/responsibilities of key program staff.
- Submit a project budget that clearly describes and justifies all costs for the covered activities. The budget includes detailed computations of each budget line item. **All items costing \$1000.00 or more requires three estimates.**

Jump-Start awardees will be required to:

- Sign a Jump-Start Agreement Letter with DBHDS
- Submit progress reports on major tasks and outcome reports related to initiating service options for individuals on whose behalf Jump-Start funding was awarded with each request for funds
- Submit invoices with program's progress and status
- Following an initial request to advance up to 25% of the providers awarded fund, the provider must submit receipts for the use of these fund; additional funding will be **released on a reimbursement basis** through the fiscal agent following the submission of an invoice and receipts
- Share program accomplishments upon DBHDS' request
- Participate in a physical site visit biannually or upon request and share programmatic policies and procedures review completed by DBHDS staff

Steps to access Jump-Start funding:

- A. Attend or view the semiannual Provider Data Summary webinar to learn about statewide services opportunities
- B. Complete all sections on the application to include describing provider's history with serving the DD population.
- C. Submit a completed application with supporting documents to DBHDS at jumpstart@dbhds.virginia.gov.

D. Receive response to application

1. Applications will be approved or pended based on regional needs
2. Approved or pend
 - i. Application will be marked “pended “, if there are missing required items; after six months, the provider must submit a new application
 - ii. Approvals will be based on program criteria and committee review

E. If approved, the provider signs the Jump-Start Funding Agreement Form sent from DBHDS, then submit their agency’s W-9 form, complete the New Vendor Form, the Individual Acknowledgement & Assignment of Award Funding forms for one to three or more individuals and returns it to DBHDS to begin accessing approved funds

F. Next, the provider submits an Initial Jump-Start Funding Invoice and the Initial 25% Funding Narrative form requesting 25% of approved funding to Jumpstart@dbhds.virginia.gov.

G. All future invoices for fund distribution are reimbursements and shall be based on a submission of receipts

H. Funds are disbursed by the fiscal agent following invoice submission

1. Funds will be distributed following the receipt of an invoice and may not exceed the amount listed in the Jump-Start Application, Jump-Start Funding Agreement or have items not previously approved on the budget.
- I.** Provider begins implementation of service(s) within two months, and reports progress and status of the program to DBHDS with each subsequent request for remaining funds on each invoice forms.
- J.** Approved providers agree to remain available to accept biannual programmatic review and share their experience in the Jump-Start program.
- K. Provider receives program review from other DBHDS representative as requested.**

Determinations and disbursements of Jump-Start Funds are the sole discretion of DBHDS.