

**ODJFS/Office of Ohio Health Plans**  
**MFP Work Group: *Balancing Workgroup***  
**CHARTER**

<p><b>Purpose/Mission:</b> To identify issues and develop recommendations and a plan for balancing Ohio’s long-term services and supports delivery system for the implementation of Ohio’s Money Follows the Person (MFP) Demonstration grant as well as the state’s Unified Long Term Care Budget (ULTCB).</p>	<p><b>Guidance Team(s):</b>  MFP Planning &amp; Advisory Group  ULTCB Workgroup</p>
<p><b>Sponsor(s):</b>  Erika Robbins, Assistant Deputy Director, Office of Ohio Health Plans  Roland Hornbostel, Deputy Director for Policy, Ohio Department of Aging</p>	
<p><b>Background:</b>  Ohio was selected for a CMS Money Follows the Person Rebalancing Demonstration grant. The MFP Workgroups are one component of Ohio’s MFP planning and implementation structure. The goal of this workgroup is to initiate balance to Ohio’s long term services and supports system in line with the MFP mission, vision and values.</p> <p>House Bill 119 created the Unified Long-Term Care Budget Workgroup. The Workgroup, chaired by the Department of Aging, is to develop a budget that provides consumers a choice and continuum of services, consolidates policymaking authority and budgets in a single entity, and assures the state has a cost effective long term services and supports system.</p> <p>The Balancing workgroup will support initiatives by proposing short, mid-range and long-term recommendations for rebalancing the system; such recommendations will be incorporated into the ULTCB plan that is due to the General Assembly in June of 2008.</p>	
<p><b>Boundaries:</b>  Ohio MFP Grant Proposal and MFP Operational Protocol as approved by CMS, Ohio’s Olmstead Plan (known as the Ohio Access Plan – 2004 version or subsequent updates), OHP Strategic Plan, budget restraints, Ohio Revised Code, Ohio Administrative Code, Martin and other applicable lawsuit settlement(s), federal Medicaid requirements and CMS waiver requirements, ULTCB timelines.</p>	
<p><b>Key Tasks:</b></p> <ul style="list-style-type: none"> <li>• Make recommendations and provide information/products to the MFP Planning &amp; Advisory Group.</li> <li>• Make recommendations related to redefining the front door (e.g. structure, criteria, eligibility, education), addressing access and capacity (e.g. unmet needs, certificate of need and bed need) issues and possible purchasing strategies which support the long-term goals of the MFP Demonstration and the ULTCB plan.</li> <li>• Identify strategies that can be used in the short and long term to provide increased choice and less system fragmentation for consumers.</li> <li>• Consider changes to the level of care and preadmission screening process that would support a delivery system that provides choice to consumers.</li> </ul>	

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- Support development of the MFP operational protocol.
- Identify strategies in the short and mid-term that will wrap-around current structures to address system gaps and fragmentation (no wrong door). Possibly identify strategies and recommendations for the long-term that will result in the development of a single point of entry long term services and supports system.

**Guiding Principles and Ground Rules:**

The MFP Planning & Advisory Group and related work groups are advisory to ODJFS, not decision making bodies. This is necessary since MFP is a Medicaid grant and ODJFS cannot delegate its ultimate authority as the single state Medicaid agency. However, ODJFS and sister-agency staff will work diligently to seek and reflect in the implementation of MFP many of the recommendations made by the Planning & Advisory Group and related workgroups. General principles and ground rules include:

- All meetings are open to the public. Any person is welcome to attend and listen to the discussion.
- Every effort will be made to assure that the workgroup is representative of a variety of interests relevant to the workgroup topic.
- The workgroup will have at least one Workgroup Lead and a Facilitator/Coordinator.
- The workgroup will utilize the ULTCB Consensus Model of Decision Making meeting format.
- All meetings will be led/facilitated by state agency staff that will also keep minutes and post relevant information on an internet web site.
- An agenda will be used for each meeting and will be distributed to group members at least 48 hours prior to meeting.
- Minutes from each meeting will be produced using a standardized format and distributed to group members within 5 business days.
- Workgroup participants will be cognizant of the work products and policy decisions occurring in the other MFP and ULTCB subcommittees.
- Workgroup participants will be cognizant of the work products and policy decisions occurring as part of the MRDD Futures Committees and the ODMH TSIG grant.
- Participants will actively engage in discussion about the workgroup topic.
- Participants will work in a collaborative manner and will be open to change (participants will be encouraged to think beyond the current “as is” paradigm).
- Participants acknowledge that recommendations may change due to the boundaries listed above, as a result of the work occurring in other workgroups and committees or based upon receipt of additional information from a variety of sources.
- Participants acknowledge that systems/programs may use different language & will therefore work together to clarify terminology.
- Participants acknowledge that the workgroup’s recommendations are to address all populations utilizing the long term services & supports system (including those populations that are included in latter ULTCB implementation phases).
- Additional ground rules will be established by the group as needed.

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<p><b>Estimated Date of Completion:</b> Policy recommendations will be incorporated into the ULTCB plan which is due to the General Assembly in June of 2008. However, work related to balancing the long-term services and supports systems will continue through the next several biennia.</p>
<p><b>Meeting Frequency and Duration:</b> Balancing workgroup full meetings will be scheduled at least once every 4 to 6 weeks with subgroups scheduled more frequently. However, meeting dates can change and additional meetings may be scheduled as needed in order to meet the June 2008 ULTCB deadline.</p>
<p><b>Work Group Composition:</b></p> <p><u>Work Group Lead(s)</u> – the subject matter expert(s) who leads/participates in group discussion, develops meeting content, and communicates recommendations to the MFP Planning &amp; Advisory Group and/or the ULTCB Workgroup.</p> <p><u>Facilitator/Coordinator</u> – The person, who coordinates meeting agendas/locations, keeps the agenda on track, assures notes/minutes are produced, and assists Work Group Lead in facilitating group discussion.</p> <p><u>Work Group Participants</u> – subject matter experts who actively engage in discussion about the particular issue/topic and participate in other activities of the workgroup.</p> <p><b><u>Lead(s):</u></b> Erika Robbins (614.466.4443) Roland Hornbostel (614.466.9927) Julie Evers (614.752.3618)</p> <p><b><u>Facilitator/Coordinator:</u></b> Lauren Phelps (614.752.3578) Julie Malfe (614.466.4443)</p> <p><b><u>Participants:</u></b> Refer to Balancing Workgroup Roster</p> <p><i>Depending on the topic, persons from other organizations may attend meetings in an educational and/or advisory capacity.</i></p>