



Wyoming
Department
of Health

Wyoming Department of Health

**Medicaid Clubhouse
Stakeholder Advisory
Committee**

August 2023



Agenda



Advisory Committee Purpose



Review Key Items from June's Meeting



Program Implementation Updates



Advisory Committee Input



Process Map



Q&A and Next Steps

Clubhouse Advisory Committee

Commit to your health.

Thank you for joining the Clubhouse Advisory Committee!

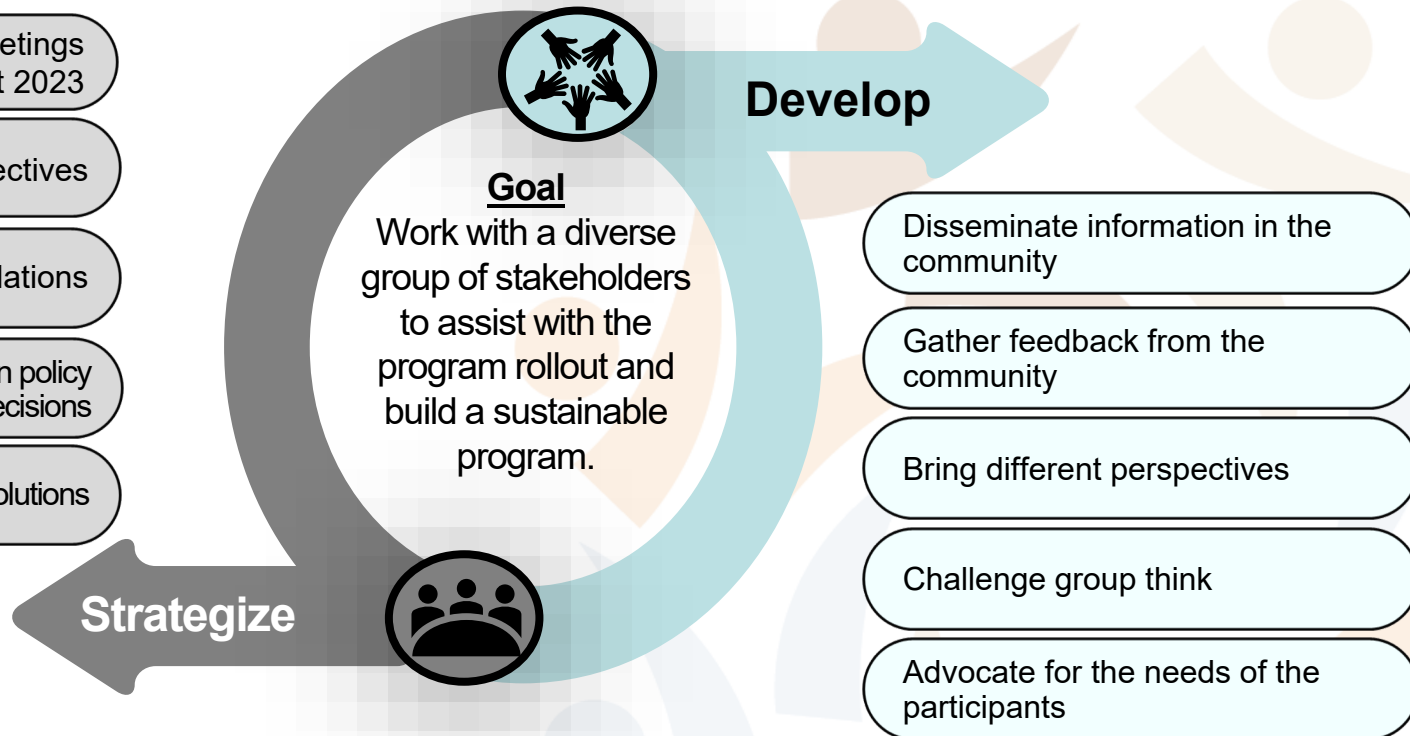
Every other month meetings
starting August 2023

Share opinions and perspectives

Provide recommendations

Review and weigh in on policy
decisions

Solve problems and provide solutions



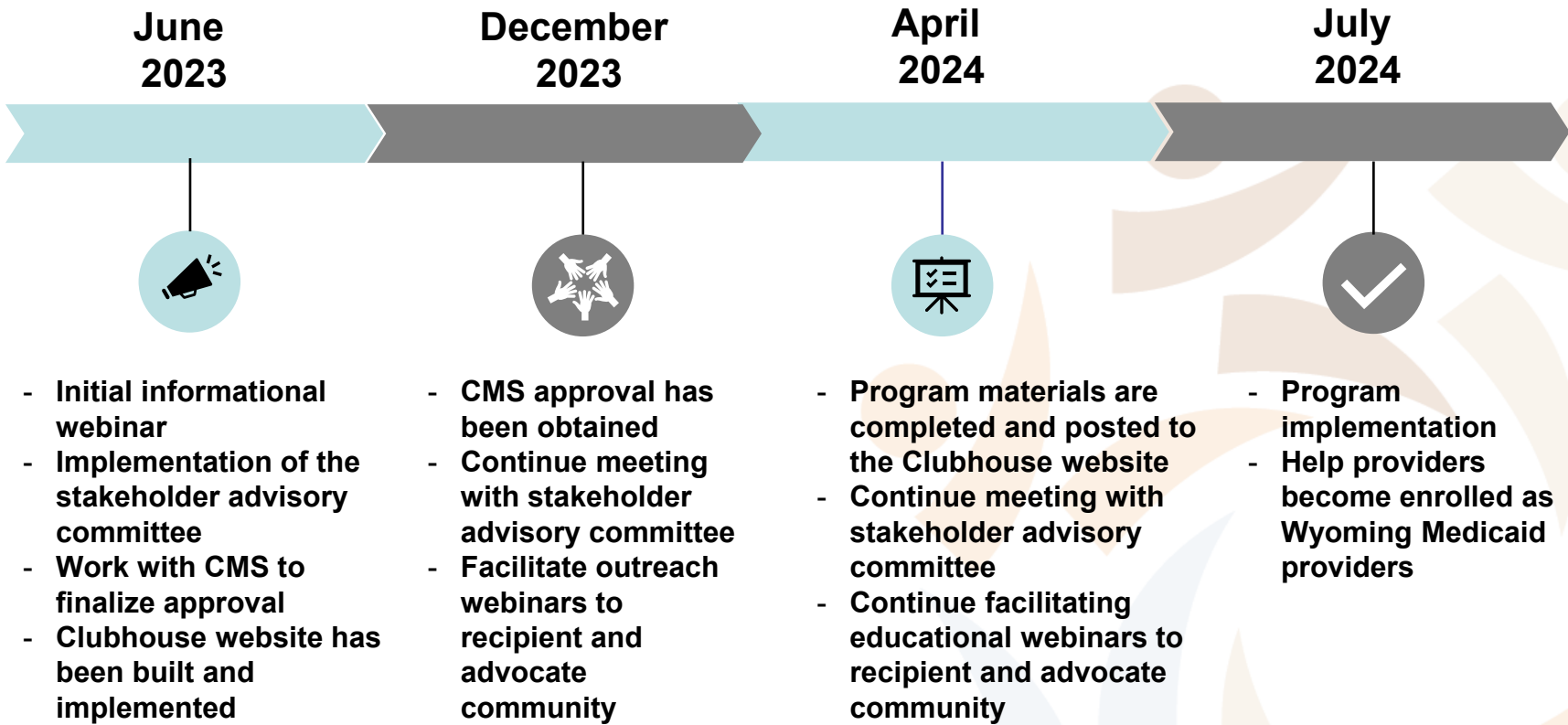


Wyoming
Department
of Health

Commit to your health.

Review Key Items from June's Informational Meeting

Timeline



Program Overview

Commit to your health.

The Wyoming Department of Health is working with the Centers for Medicare and Medicaid Services (CMS) to develop and have federal authority to bill for and run a new Medicaid service called Clubhouse Services.

Introduction to Clubhouse Services



Target Population

Aged 18 and older

Serious and persistent mental illness (SPMI), serious mental illness (SMI), or severe emotional disturbance (SED)

Must meet needs-based assessment criteria



Target Effective Date

Projected Start Date:

July 1, 2024

(Services are only provided by certified Clubhouse providers)

Will follow the Substance Abuse and Mental Health Services (SAMHSA) evidence-based practice of the clubhouse-based service delivery model



Service Delivery Model

Structured, specialty services provided primarily in a group rehabilitative setting

May be delivered through individual or group interaction between staff and participants

Participants can receive services and case management from other programs and Waivers and receive Clubhouse services

Vision for the Program

Commit to your health.



WDH's Strategic Vision for Medicaid Clubhouse Services:

- 1 Local Community-Based Solution**

Clubhouses are a local community-based solution to a global problem — these voluntary programs provide opportunities for work, wellness, and socialization.

- 2 Evidence Based**

This model is an evidence-based approach that has been proven to help people with mental illness recover their lives.

- 3 Strengths Based**

A Clubhouse focuses on strengths and abilities and not on illness. Through friendship, shared work, achievement of self-determined goals, education and employment, Clubhouses help people regain hopeful and fulfilling lives.

- 4 Goal Focused**

Clubhouses make a lasting difference in people's lives by helping them achieve their social, educational, and employment goals.

Clubhouse Requirements

Commit to your health.

Each clubhouse location must be:

- Enrolled with Wyoming Medicaid as a provider
- Trained and accredited by Clubhouse International

The Clubhouse Accreditation Process Overview

- The Accreditation process is both evaluative and consultative
- Accreditation is awarded for either a one- or three-year period, subject to the degree of adherence by the Clubhouse to the Standards.
- Attend Comprehensive Clubhouse International onsite Training
- The process includes 5 key steps:
 - Step 1: The Self-Study
 - Step 2: The Site Visit
 - Step 3: The Findings Report
 - Step 4: Accreditation Status
 - Step 5: Ongoing Consultation

Medicaid Requirements

Commit to your health.

Requirements to Bill Medicaid

1. Transitional or supported employment occurring inside or outside the clubhouse will not be reimbursed.
2. Staff travel time will not be reimbursed.
3. Transportation of members to any community support activities (for example, taking member to court or to Social Security office) will not be reimbursed.
4. Activities purely for recreation or diversion will not be reimbursed.
5. Services provided in a residential setting will not be reimbursed.
6. Services provided when the member is not present will not be reimbursed.
7. Services outside of the care plan are not eligible for reimbursement.
8. Services not documented will not be eligible for reimbursement.

Clinical Record Documentation Requirements

Commit to your health.

The documentation required to support billing Medicaid must:

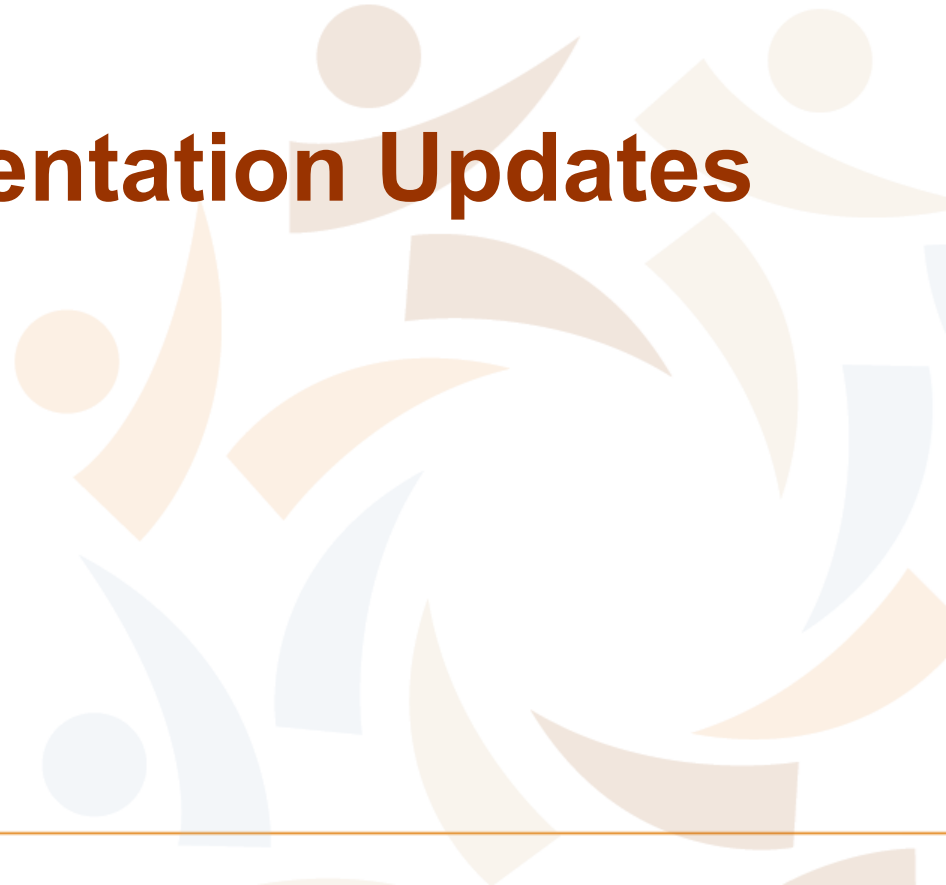
1. Focus on recovery
2. Emphasize member strengths
3. Reflect progress toward the goals included in the Person-Centered Service Plan
4. Be updated with every member encounter that billing is submitted for reimbursement
5. Note actual time used in delivering the service
6. Reflect start and end times of service
7. Be written and signed by the provider rendering services and cosigned as necessary
8. Include the date of service rendered (including month, day and year) in the documentation
9. A brief daily activity note
10. Sign-in and sign-out paperwork
11. Total units provided
12. A weekly summary, completed by accredited Clubhouse provider, is also required and must note progress on the service plan goals
13. All documentation must be retained and be available for audit by the State at any point



Wyoming
Department
of Health

Commit to your health.

Program Implementation Updates



Updates Since June



Updates

1

Federal Approval

WDH responded to CMS' questions regarding the SPA on July 19, 2023.

2

Provider Manual

WDH will be adding a chapter to the WY Medicaid 1500 Provider Manual. The Provider Manual assists providers with billing Medicaid. The chapter is currently in draft form.

3

Wyoming Administrative Rules

WDH has started drafting the Administrative Rules for the Clubhouse Services Program.

4

Stakeholder Engagement

WDH continues to update the Clubhouse website and will be facilitating Stakeholder Committee Meetings. On 11/16/23, WDH will be presenting the Clubhouse Services program to the Native American Tribal Leadership Advisory Meeting.



Wyoming
Department
of Health

Commit to your health.

Advisory Committee



Clubhouse Advisory Committee

Commit to your health.

Thank you for joining the Clubhouse Advisory Committee!

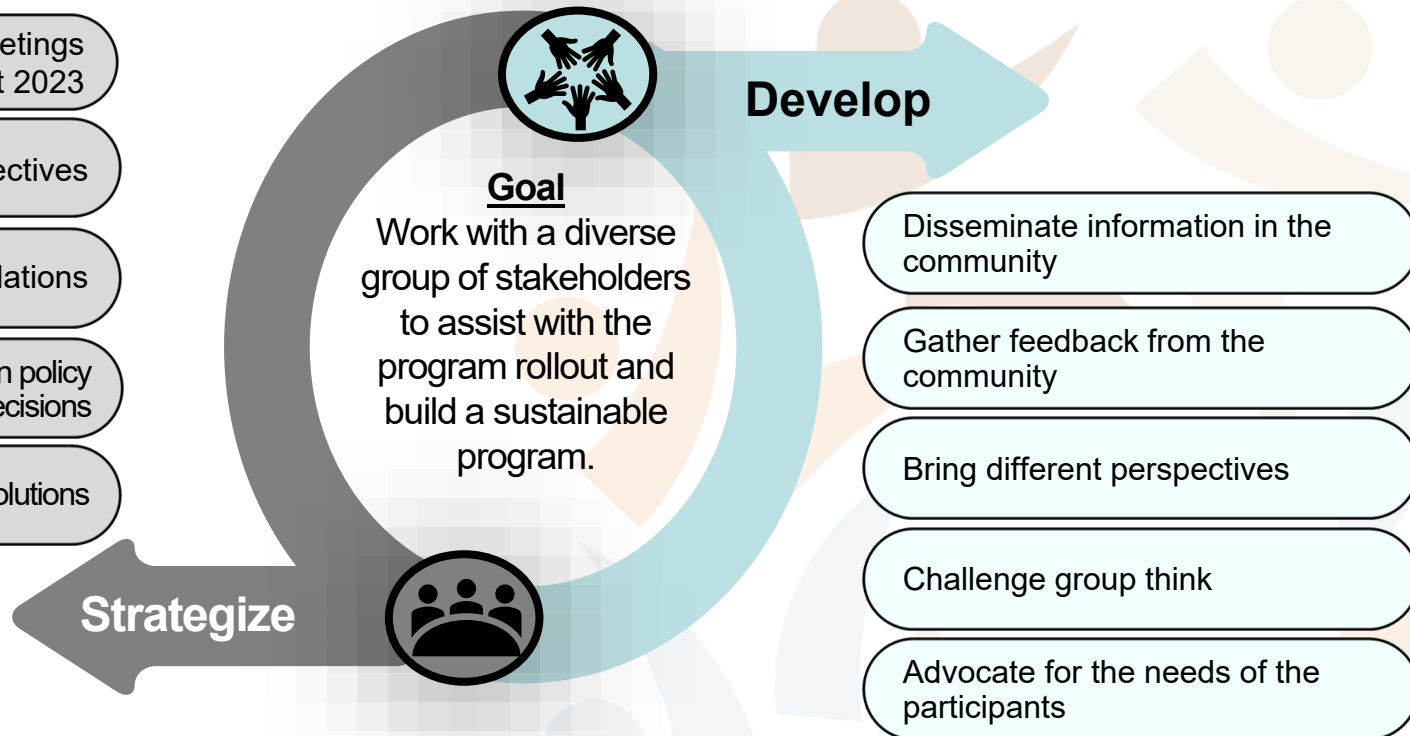
Every other month meetings
starting August 2023

Share opinions and perspectives

Provide recommendations

Review and weigh in on policy
decisions

Solve problems and provide solutions



Feedback



- Is the website easy to navigate?
- Do you have any suggestions for items to add or change?



- Do you have recommendations on people or organizations who we should be reaching out to?
- Do you have any recommendations on recipients to include in the stakeholder committee?



- Are there any program materials needed?
- We are currently drafting the provider manual chapter and waiting on CMS to approve our proposed plan.



Wyoming
Department
of Health

Commit to your health.

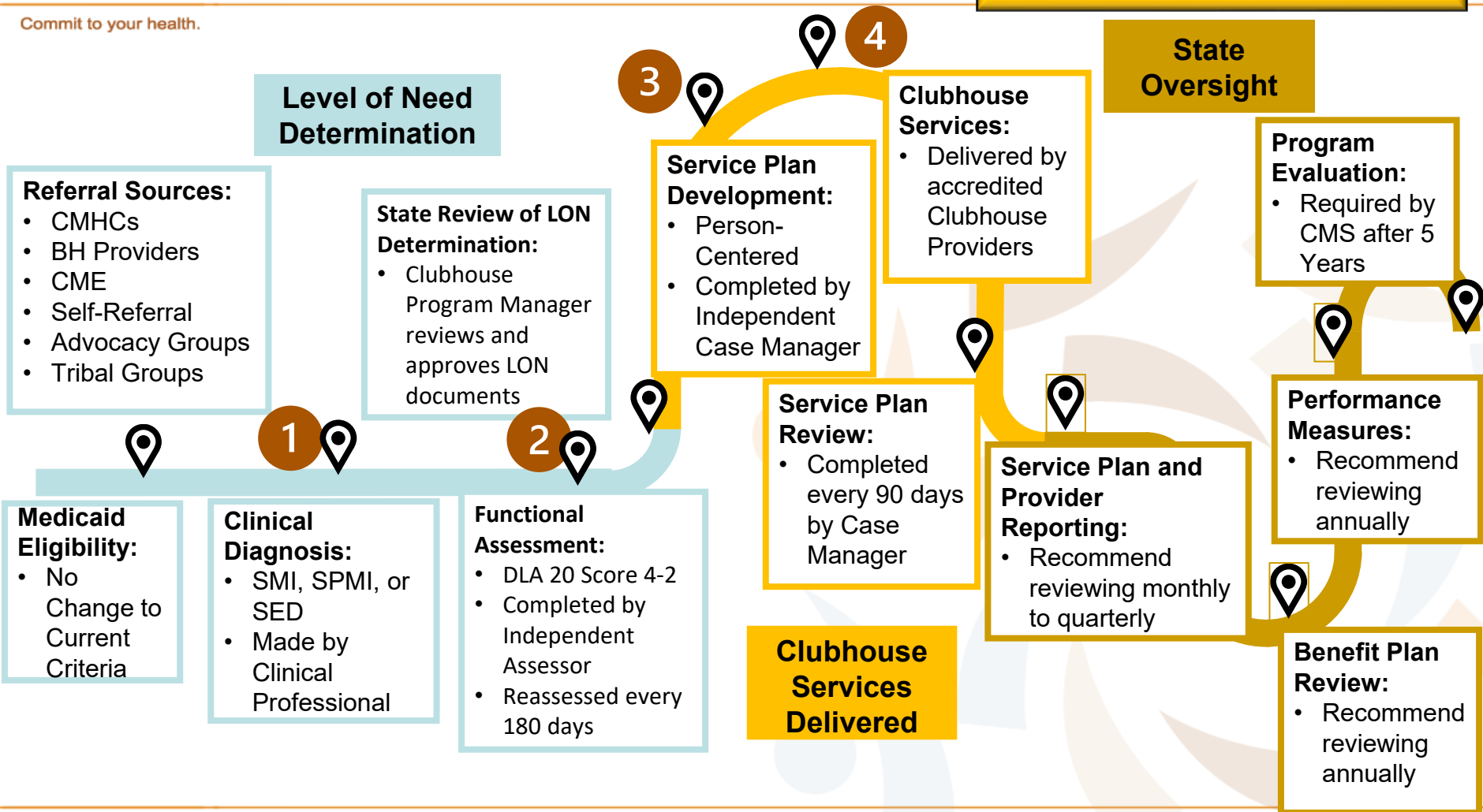
Clubhouse Services Delivery Process Maps

Process Mapping

Commit to your health.

The beneficiary will interact with 4 separate professionals:

1. Clinical professional: for diagnosis
2. Independent assessor: for functional assessment
3. Independent case manager: for person-centered planning
4. Clubhouse provider: for Clubhouse services





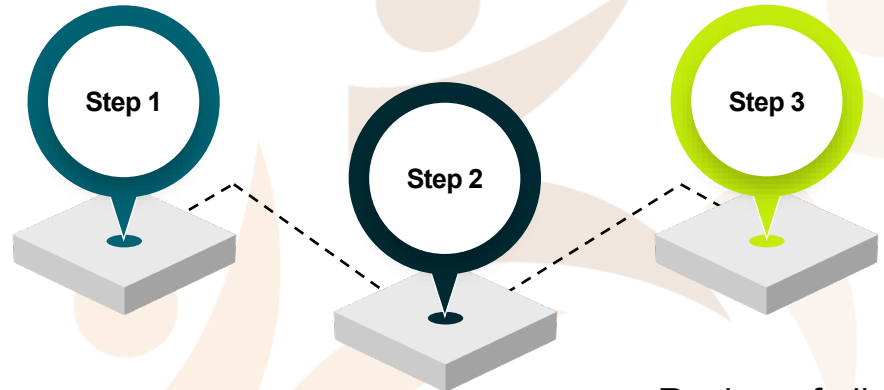
Wyoming
Department
of Health

Level of Need Determination Process

Level of Need (LON) is similar to the Level of Care Process that are required for recipients to receive Waiver services

- No evaluation of need for institutional care
- Key for Clubhouse services is functional assessment

3 Step
Process for
LON
Determination



Step 1
Clinical diagnosis by mental health provider of SMI, SPMI, or SED (once every 18 months)

Step 2
Functional assessment: DLA – 20 completed by trained and certified independent assessor

Step 3
Review of all documentation by Clubhouse Program Manager
-CMS requirement
-State will validate and then enroll the recipient into the Program

DLA – 20 Assessment

Commit to your health.

The four areas that the DLA-20 evaluates functional ability include:

- | | | |
|----------------------------|---|---|
| Health Practices | > | Rating for independent self-care for physical health and mental health, including managing moods, medications, and illness management |
| Housing Maintenance | > | Rating for current self-sufficiency for living independent, maintaining / getting along in residence, and management of the household |
| Communication | > | Rating for use of effective verbal and nonverbal communication |
| Safety | > | Rating for current maintenance of personal safety, e.g., not suicidal, homicidal, or need for crisis management support |

The scoring is then an approximate evaluation to the functional capacity of a participant:

- A DLA-20 score of 5, 6, or 7 would be considered within normal limits
- A score of 4 would indicate moderate impairment in function
- A score of 3 would indicate serious impairment in functioning
- A score of 2 would indicate severe impairment in functioning

Individuals with a DLA 20 score of 2 - 4 are eligible for the 1915i Clubhouse services

Delivery of Clubhouse Service

Commit to your health.



Although a participant independently determines their amount and level of participation, for reimbursement all services must be directed via the service plan of care



The service plan must be developed by an *independent* case manager and must be approved by the WDH prior to the delivery of services

Must be person-centered: participant and/or their guardian has to be present and have an active role in the develop, including agreeing to the plan

Service plan must be reviewed at minimum every 90 days, but can occur more frequently if a participant choses to change their plan



Reimbursement, including frequency and amount, will only be allowed based on the current approved service plan

State Oversight and Reporting

Commit to your health.



CMS requires WDH to track and evaluate various aspects of the program through a set of performance measures

The final list of performance measures are still be negotiated with CMS

They are similar to current reporting requirements of current HCBS Waivers



CMS will also require an evaluation of the whole program to ensure health outcomes are being improved



WDH will also provide regular oversight

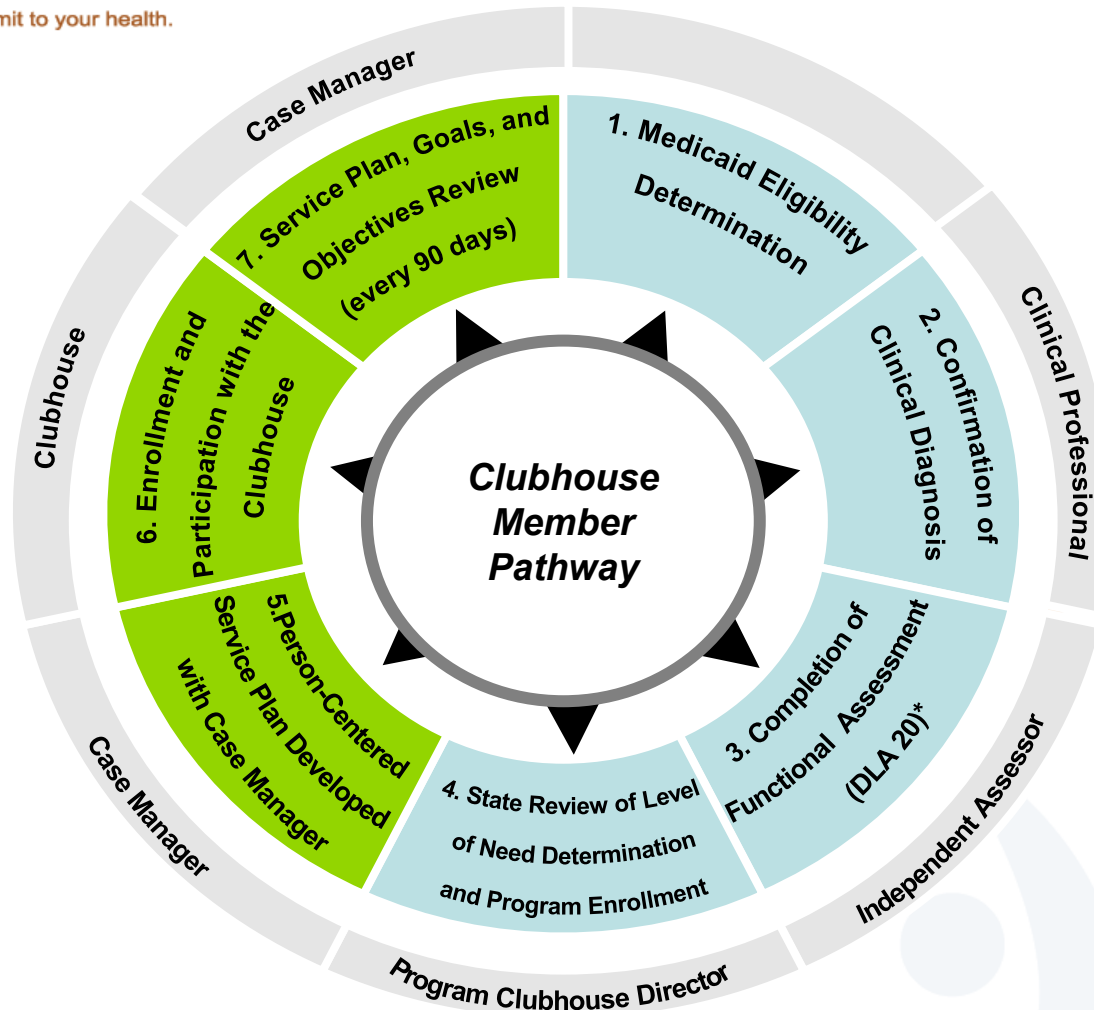
Provider enrollment and accreditation status

Participant maintains eligibility and LON requirements

Regular provider audits including chart audits

Clubhouse Service Member Process Map

Commit to your health.



The member will interact with 4 separate professionals:

1. Clinical professional: for diagnosis
2. Independent assessor: for functional assessment
3. Independent case manager: for person-centered planning
4. Clubhouse provider: for Clubhouse services

The members will have periodic reviews throughout the process:

1. Clinical Diagnosis must be confirmed every 18 months through regular follow-up with Behavioral Health Provider
2. Functional Reassessment every 180 days or when member's status significantly changes
3. Service Plan Review every 90 days including review of member's goals and objectives
4. Medicaid Eligibility and Benefit Plan qualifications will be monitored ongoing



Wyoming
Department
of Health

Commit to your health.

Next Steps and Open Discussion



Next Steps

Commit to your health.

1. **October Advisory Committee Meeting.**
2. **Join the Clubhouse listserv on the website.**
3. **Visit the website.**

Clubhouse Services

What are Clubhouse Services?

The Wyoming Department of Health is developing a new Medicaid benefit called "Clubhouse Services." Clubhouse Services will be fully implemented in July 2024. The Clubhouse Services benefit will follow the Substance Abuse and Mental Health Services (SAMHSA) evidence-based practice of the clubhouse-based service delivery model. Clubhouse Services is a program that has participants of the program, with staff assistance, engaged in operating all aspects of the clubhouse, including food service, clerical, reception, janitorial, and other member services such as employment training, housing assistance, and educational support.

Clubhouse Services assist individuals with behavioral health diagnoses to develop social networking, independent living, budgeting, self-care, and other skills that will assist them to live in the community. Services within the Clubhouse may be delivered through individual (one-to-one) or group interaction between staff and participants within the Clubhouse setting. Clubhouse Services provide participants with coping and wellness strategies to improve functioning through



Join the Clubhouse Services Listserv!

Last Updated 04/06/2023

WDH Clubhouse website:

<https://health.wyo.gov/healthcarefin/medicaid/clubhouse-services/>



Wyoming
Department
of Health

Q&A / Open Discussion

