



MONEY FOLLOWS THE PERSON (MFP) REFERRAL PACKET CHECKLIST ICF/MR TRANSITIONS

DEPARTMENT OF HEALTH & HUMAN SERVICES
ADULT & AGING SERVICES- MFP
DN 1021 (9-2023)

<input type="checkbox"/>	MFP Brochure
<input type="checkbox"/>	MFP Fact Sheet (DN 1367)
<input type="checkbox"/>	MFP Informed Consent Document (881)
<input type="checkbox"/>	Guardianship Expectations Document (DN 1369)
<input type="checkbox"/>	MFP Transition Assistance Request (SFN 542)
<input type="checkbox"/>	MFP Role Matrix
<input type="checkbox"/>	Developmental Disabilities Referral (SNF 1573)





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COMMUNITY ICF/IDD TRANSITION PROCESS GUIDELINE CHECKLIST

During the MFP demonstration period the DD Program Manager will continue in their role as service broker however will additionally manage the MFP specific transition responsibilities. The DD Program Manager will document the completion of these steps in the individual's record.

- DD Program Manager will complete Developmental Disabilities Referral (SNF 1573) for Money Follows the Person Grant. Upon completion the DD Program Manager will send the completed referral along with the current OSP and Rmap to hhsmpreferrals@nd.gov.
- DD provider or DD Program Manager identifies an individual for transition to a qualified MFP residence (Apartment or Home, Adult Family Foster Care, or group home with 4 or less unrelated persons).
- DD Program Manager will provide MFP Brochure, Role Matrix, and Guardianship Expectations Document to individuals/family/legal decision maker and answer any question about the MFP Grant.
- If a guardian is involved, DD Program Manager will review their past involvement with the individual to determine if the guardian has been actively involved over the past six months. The nature of the relationship will be documented in the individual's DD Program Manager's file.
- DD Program Manager will have individual/legal decision maker sign MFP consent to participate document and provide copies to the individual, MFP Program Administrator.
- The individual/decision maker, DD Program Manager, and all DD providers involved will provide MFP Program Administrator the individuals OSP and Risk Assessment along with developing the 24-Hour Backup Plan.
- DD Program Manager will assure transition to qualified residences and document in progress note with type of service provided listed on OSP.
- DD Program Manager will discuss application for MFP Transition Assistance funding with DD provide to request payment for one time transition costs.
- DD Provider will complete the MFP Transition Assistance Form (SFN 542) and forward to the MFP Grant Program Administrator for Approval at mfpbilling@nd.gov.
- DD Provider will arrange for purchase and/or provision of MFP Transition Assistance Form and request reimbursement from the MFP Grant Program Administrator.
- Individual transitions to new residence.
- DD Program Manager will provide ongoing follow-up after transition.