

## **Strengthening the Workforce and Adult Day Services (ADS) Payment Frequently Asked Questions (FAQ)**

- 1. Can the Strengthening the Workforce or ADS funds that providers will receive be spent on past expenses for employees? (Example: Employee bonuses or benefits paid in September 2021?)**

No, the funding must be used on current (at the point the funding was announced) or future benefits for workers.

- 2. Can the funding be used to purchase worker uniforms?**

If the worker would have been responsible for purchasing their own uniform and the agency will use the funds to defray this cost for the worker, then yes, it can be used for worker uniforms.

- 3. Can the funding be used to pay for the employer tax portion of paying the worker a bonus payment?**

Yes, the Strengthening the Workforce or ADS payment can be used to pay employer and employee taxes for payments received by the employee.

- 4. Can the funding be used to increase worker wages temporarily – so not paid out as a bonus but a wage increase?**

Yes, the funding can be used to fund wage increases for workers.

- 5. I have multiple addresses (known as service locations) enrolled, but only one of my service locations received a Strengthening the Workforce or ADS payment. Who can I contact regarding payment for other service locations?**

Payments were made based on claims for the OBRA and Act 150 programs as well as encounters for services reported by the Community HealthChoices (CHC) managed care organizations (MCO) into PROMISe (encounters are the reported claims the CHC-MCOs paid for services provided).

Depending on how a provider bills, their claims and encounter could only be “hitting” one service location in PROMISe, thus the other service locations that are enrolled reflect no claims or encounters.

Providers should also check their enrollments in PROMISe. Payments were not made to closed service locations in PROMISe. The provider had to be “open” as reflected in PROMISe as of November 1, 2021.

- 6. When do providers need to report to the Department of Human Services (DHS) on their use of the Strengthening the Workforce or ADS funds?**

**Revised February 15, 2022** - DHS expects to have a reporting tool ready for providers to report in the Spring of 2022. Providers have until October 1, 2023 to spend the Strengthening the Workforce or ADS payments. DHS will ask providers to report every 6 months until they have expended all their funds and provided their final report. More information will be provided at the point the reporting tool is released.

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**7. Where can we send questions on the Strengthening the Workforce and ADS payments?**

Please send your questions to [HCBSPayments@pa.gov](mailto:HCBSPayments@pa.gov).

**8. What happens if a provider does not submit their attestation by January 7, 2022?**

The January 7<sup>th</sup> due date was the deadline to issue the payments in February 2022. The later the attestation is received, the later the payment will be issued via PROMISe to the provider.

**9. What is the deadline the provider has to submit the attestation to receive the payment?**

If a provider has not submitted an attestation by July 1, 2022, DHS/Office of Long-Term Living (OLTL) will issue one final communication and provide 30 days for the provider to return their attestation. If there is still no attestation submitted, OLTL will make determinations about the Strengthening the Workforce or ADS funding not claimed by providers.

**10. Can the Strengthening the Workforce or ADS payments be used to pay costs associated with paying a worker overtime?**

If a worker regularly works overtime (current schedule is 50 hours per week, 40 at regular pay and 10 at the overtime rate) then Strengthening the Workforce or ADS funding cannot be used for this cost.

If a worker needs to be paid overtime due to a COVID related call off or situation, then the Strengthening the Workforce or ADS payments can be used to pay these COVID related overtime costs.

**11. What should I do if my provider name appears on the DHS website as being eligible for a Strengthening the Workforce or ADS payment, but I did not receive a notification letter or prefilled attestation form?**

If a provider is eligible for a Strengthening the Workforce or ADS payment but did not receive a notification letter or prefilled attestation form, the provider can manually complete an attestation form using the templates available on the [DHS Long-Term Care Providers page](#). Templates are located under the “Strengthening the Workforce” heading. Providers must ensure they are using the correct attestation form, since there are different versions for ADS and all other eligible home and community-based services (HCBS) providers.

**12. My provider name does not appear on OLTL’s published list of providers eligible for a Strengthening the Workforce payment, but I was in operation November 1, 2021 and believe I should have been included. Who should I contact?**

If a provider believes there is an error in the PROMISe “active” status, the provider may contact OLTL at [HCBSPayments@pa.gov](mailto:HCBSPayments@pa.gov). OLTL obtained the list of providers eligible for a Strengthening the Workforce or ADS payment from PROMISe records of Medicaid-enrolled providers operating as of November 1, 2021. If a provider’s name does not appear on the list of eligible providers, it is because PROMISe indicates that the provider was not in operation as of November 1, 2021 *or* the provider + service location did not bill any eligible units of service during the period designated to determine each eligible provider’s units of service for the Strengthening the Workforce or ADS payment calculation (See Question #17).

**13. What is the impact to a provider's Strengthening the Workforce or ADS payment if the provider experienced a change of ownership at any point during the timeline for payments?**

Eligibility for a Strengthening the Workforce or ADS payment is based on a provider's being in operation as of November 1, 2021 and having billed units of service during the period designated for determining units of service for the Strengthening the Workforce or ADS payment calculation (See Question #17). Generally, if a provider met these criteria and is eligible for a Strengthening the Workforce or ADS payment, a change in ownership alone will not affect the payment. However, name changes and other conditions of the sale could affect a provider's ability to receive the payment. OLTL encourages providers who are unsure about the impact of their change in ownership to contact us at [HCBSPayments@pa.gov](mailto:HCBSPayments@pa.gov) for help, as each situation may be unique and have a different outcome.

**14. Why can't I enter a dollar amount on the attestation form templates available on the DHS website?**

To eliminate the possibility of typos or data entry errors, OLTL will populate the dollar amount on manually-completed attestation forms using the amounts calculated and published online at the [DHS Long-Term Care Providers page](#). However, providers that use the attestation form template must ensure they complete all editable fields before sending the form to OLTL.

**15. May I combine multiple providers/locations into a single attestation form?**

Generally, no; OLTL notified every eligible provider of their Strengthening the Workforce or ADS payment and provided a prefilled attestation form for convenience. To ensure accuracy, the preferred option is for providers to return the prefilled attestation form. However, if a provider has more than five locations that qualify for a Strengthening the Workforce or ADS payment and one individual authorized to attest on behalf of every location, the provider may complete an attestation form template available at the [DHS Long-Term Care Providers page](#) and attach a list indicating the names, addresses, Medical Assistance Provider ID (MPI) and service location numbers of each service location included under the attached attestation form. Providers that have questions about this option may contact OLTL at [HCBSPayments@pa.gov](mailto:HCBSPayments@pa.gov).

**16. How were the Strengthening the Workforce and ADS payments calculated?**

OLTL calculated each eligible provider's Strengthening the Workforce or ADS payment based on total funding allocated to each eligible provider type (personal assistance services (PAS) and community integration, residential habilitation, and ADS) and each eligible provider's units of service during a specified billing period. Total funding for each eligible provider type was divided by total units of service to obtain a per-unit amount. The per-unit amount was then multiplied by the units of service of each eligible provider to arrive at the provider's Strengthening the Workforce payment.

**17. What periods were used to determine each eligible provider's units of service for the Strengthening the Workforce or ADS payment calculation?**

OLTL used the following periods to determine each eligible provider's units of service for the Strengthening the Workforce or ADS payment calculation:

- PAS, Community Integration, and Residential Habilitation providers: July 1, 2020 – March 31, 2021

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- ADS providers: January 1, 2019 – December 31, 2019

**18. Why are the periods used to determine each eligible provider's units of service for the Strengthening the Workforce payment calculation different for ADS providers?**

OLTL used the period from January 1, 2019 to December 31, 2019 to determine each eligible ADS provider's units of service because many of these providers were closed or providing materially lower amounts of service in 2020 due to the COVID-19 public health emergency.

**19. Why did my attestation form and documentation on OLTL's website say that the period used to determine units of service for PAS, Community Integration, and Residential Habilitation providers ended March 30, 2021?**

The attestation form mailed to PAS, Community Integration, and Residential Habilitation providers, and some documentation on the [DHS Long-Term Care Providers](#) website, incorrectly listed the end date as March 30, 2021. The correct ending date is March 31, 2021. OLTL has updated the Long-Term Care Providers website to show the correct date. This issue does not affect timing of Strengthening the Workforce or ADS payments and providers who submitted an attestation form showing the incorrect ending date **do not** have to resubmit their form.

**20. Why do providers now only have until October 1, 2023 to spend their Strengthening the Workforce or ADS payments? The information previously said providers had until March 31, 2024. Question Added on February 15, 2022.**

The Centers for Medicare & Medicaid Services (CMS) gave states and territories until March 31, 2024 to spend the ARPA funds. DHS must allow time for providers to file an expenditure report and return unspent funds so that any such funds can be reallocated and spent by the March 31, 2024 date.