

**BUREAU FOR BEHAVIORAL HEALTH AND HEALTH FACILITIES
DIVISION OF INTELLECTUAL/DEVELOPMENTAL DISABILITIES
SPECIALIZED FUNDS POLICY**

Effective Date: October 1, 2011

Traumatic Brain Injury *Funds for YOU*

PURPOSE

§18-10K of the WV Code establishes and authorizes the West Virginia Traumatic Brain and Spinal Cord Injury Rehabilitation Fund Board to pay for services that will increase opportunities for and enhance the achievement of functional independence for individuals who have experienced either a traumatic brain or spinal cord injury. Legislative Rule 197CSR1 establishes procedures and standards applicable to the implementation of the statute. The WV Bureau for Behavioral Health and Health Facilities is responsible for funding and oversight of TBI Funds for YOU.

The *Funds for YOU* program was developed to carry out the direct service mandate of the statute. *Funds for YOU* funding comes from the Bureau for Behavioral Health and Health Facilities and may be used to purchase a range of goods and services. The goal for utilizing these funds is to promote increased independence.

Individuals may request as little as \$50.00 and as much as \$2,000.00, depending on need.

Funds for YOU moneys are provided as a last resort, that is, after all other possible funding sources have been explored and/or exhausted.

ELIGIBILITY

The following eligibility criteria must be met to participate in this program.

- The individual must be a citizen of the state of West Virginia.
- The individual must have a medically confirmed diagnosis of traumatic brain injury.
- The individual's representative team verifies the request cannot be accommodated through any other resources.

ELIGIBLE SERVICES:

Moneys in the fund shall be used to pay for services that will increase opportunities for and enhance the achievement of functional independence and a return to a productive lifestyle for individuals who have suffered a traumatic brain injury or a spinal cord injury, including but not limited to:

1. Case management;
2. Rehabilitative therapies and services;
3. Attendant care;
4. Home accessibility modifications;
5. Equipment necessary for activities; and
6. Family support services.

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FUNDING QUALIFICATIONS AND LIMITATIONS

1. Funding approvals will not exceed a combined category limit of **\$2,000.00 per fiscal year per person.**
2. Items purchased with *Funds for YOU* will be deemed the property of the individual.
3. Recipients of funding agree to have the funding agency review or observe completed goods and services.
4. Checks will be made payable to the vendor, contractor or entity providing the goods and services requested in this application. Checks will not be made payable to the individual receiving the goods and services.
5. Maintenance and service of purchased goods is the sole responsibility of the individual.

APPLICATION PROCESS

1. *Funds For YOU* brochures are made available to the person(s) requesting monetary assistance by contacting the Traumatic Brain Injury Services Program and through many service agencies. After completing the information in the brochure, it is then mailed to:

FUNDS FOR YOU

Center for Excellence in Disabilities
959 Hartman Run Road
Morgantown, West Virginia 26505

2. Center for Excellence in Disabilities (CED) staff will mail an application to the person who has completed the brochure information. Applications can also be requested by telephone (304-293-4692); toll free telephone (1-877-724-8244); fax (304-293-7294); by e-mail tbi@hsc.wvu.edu; and from the website www.cedwvu.org/programs/tbi.

If the application is not returned to CED within 45 days, follow-up by a Resource Coordinator or other staff will be provided, either by telephone or by written correspondence. There are several reasons as to why the application may not be returned, including, but not limited to:

- Client/guardian/conservator/payee needs assistance to complete the form.
 - Eligibility (by definition) is not established.
 - Another funding source has been identified to pay for requested services.
 - Other (e.g., lost application)
3. Upon receipt of the completed application at the *Funds for YOU* office in Morgantown, the application will be assigned to a Resource Coordinator. This assignment will be made based upon the geographical location of the client and the current distribution of cases among the Resource Coordinators. After assignment of a case, the Resource Coordinator will make contact with the *Funds for YOU* applicant by telephone or written correspondence. Coordination of the ongoing application process will be done by telephone, mail, and/or home visits, and field visits to vendors, and will include the following duties of the Resource Coordinator.

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- Review of eligibility criteria, including receipt of documentation to verify diagnosis. This can be done by letter, medical records, confirmation by FAX, or confirmation by telephone.
 - Obtaining release of information forms as designated by CED. A signature of client/guardian/conservator/payee will be necessary to request information in written form or by telephone contact with the service provider/agency from whom the information is requested.
 - Review of request for *Funds For YOU* monies. Vendor choices and cost estimates can be obtained by the client/guardian, etc., a service coordinator, and/or the Resource Coordinator.
 - Verify that *Funds For YOU* is payer of last resort via written confirmation or documentation of verbal confirmation in the case record.
4. The Resource Coordinator completes the Application Review Team form. At designated times, the ART Report is presented to the Application Review Team for disposition.
 5. The Resource Coordinator who presented the case officially notifies the applicant of the Application Review Team's decision. A letter outlining the services/equipment approved will be prepared by the Resource Coordinator and signed by a Team member. All letters conveying Team decisions of denial or partial approval shall be sent by return receipt requested. When applicable, information regarding alternative services and/or funding sources will be provided.

APPLICATION DETERMINATION

The Application Review Team (hereinafter referred to as Team) was established by the TBI Rehabilitation Fund Board to assure the *Funds for YOU* Program is administered in a fair and equitable manner and according to statute. The Team's responsibilities are to review applications for services and authorize funding of services for individuals based upon priorities established by the Board.

Team membership consists of one Board member and other members, one of whom is an individual who has experienced either a TBI or a family member and one member designated by the Commissioner of the Bureau of Behavioral Health and Health Facilities.

The team meets to review applications for *Funds for YOU* moneys at least every two months, or on an as-needed basis, following a request from a Resource Coordinator. Upon review of the application, the Application Review Team may make one of the following decisions:

1. Approve the application as submitted.
2. Approve a portion of the application/request (amend the amount of award or category of award).
3. Request additional information – Application will be pended until information is received.
4. Deny the application.

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FUND DISBURSEMENT AND REVIEW

The Resource Coordinator submits approved applications for processing to the Family Support Coordinator at the licensed Behavioral Health Center serving the geographic location where the individual resides.

Documentation required for payment:

- Completed application
- Completed invoiced, signed in blue ink

Payment will be made to the service coordination agency submitting the application on behalf of the individual via the State of West Virginia's Financial Information Management System (WVFIMS). Each service coordination agency has an official vendor name, address, and vendor number on file with WVFIMS. Payment will be made to the service coordination agency according to arrangements made with WVFIMS electronically or by check. This grant is based upon the availability of State funds, which are designated on a fiscal basis (July 1 – June 30).

The funds must be used to purchase items listed on the application and any unused funds should be returned to: WV Department of Health & Human Resources, Bureau for Behavioral Health & Health Facilities, *ATTENTION: Finance & Technology*, 350 Capitol Street, Room 350, Charleston, WV 25301-3702.

Original receipts for all services/items/equipment must be kept on file by the service coordination agency.

Reviews will be conducted on a random basis without notice by a representative of the Bureau for Behavioral Health and Health Facilities per West Virginia Code §12-4-14. Original receipts as verification of expenditures in accordance with the approved application must be provided upon request and may be submitted to the State office once received. If receipts are not received within the time specified in the request then notification will be sent to your agency requesting return of funds. Return of funds will be requested for all unapproved purchases.

APPEAL PROCEDURES

Any person denied services by the Application Review Team has the right to appeal that decision. The appeal must be submitted in writing in the form of a letter to the chairperson of the Board and must be received by the chairperson within thirty (30) days of receipt of any adverse decision by the applicant. Appeals may be addressed to:

Chairperson, TB/SCI Rehabilitation Fund Board
c/o Traumatic Brain Injury Program
Center for Excellence in Disabilities
959 Hartman Run Road
Morgantown, WV 26505

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The Appeals Panel is composed of three members. Two members of the panel are members of the Board appointed by the Chairperson. The third member of the panel will be selected by the person filing the appeal. The appeals panel will select a chairperson, and a decision will be made by majority vote. The Appeals Panel shall issue a written decision within thirty (30) days after the hearing or within thirty (30) days of receipt of the appeal letter if a hearing on the matter is waived by both parties. The decision of the Appeals Panel is the final administrative decision. Either party may appeal the final administrative decision to the circuit court.

At the time of any adverse decision, the applicant will be advised of his or her rights to appeal the decision and where he or she may seek assistance for help in making an appeal. The applicant may have a representative of his or her choice present at an appeals hearing.

For additional information, contact West Virginia University Centers for Excellence in Disabilities Traumatic Brain Injury Program.

Phone: 304-293-4692
Fax: 304-293-7294
Toll-free: 877-724-8244
E-mail: TBI@hsc.wvu.edu