GENERAL RELIEF STAFF

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General Relief ALH Program Purpose

- Intended to be used in conjunction with Adult Protective Services when an adult experiencing abuse, neglect or exploitation needs a protective placement.

- Designed as a temporary safety net program for vulnerable adults who need and cannot pay for 24/7 care.

- Is a program “of last resort” meaning all other payment and program options must first be exhausted before using General Relief, including a person’s private income and informal supports.
Income qualifications

- Residents may make no more than $2100 a month in income.
- Some types of income are excluded, similar to DPA rules.
- A resident may have no more than $2000 in assets.
- Some types of assets are excluded, similar to DPA rules.
- Residents must agree to pay all of their included income for their ALH care except for a $100 monthly spending allowance.
Alternatives to Assisted Living

- Personal Care Assistance to maintain recipient in own home
  - Physically assist with activities of daily living
  - Assist with instrumental activities of daily living
- Wraparound Mental Health Services
- In Home Waiver Services
Waiver (Medicaid Program)

- Must meet nursing facility level of care allows a choice between institutional care & home and community based care
  - Adults Living Independently (Older Alaskans, Alaskans with Disabilities)
- Intellectual and Developmental Disabilities (offers choice between home & community based care and institutional care)
Steps to Become a General Relief Provider

- Obtain a License to provide Assisted Living Home services in the State of Alaska (Health Care Services).
- Sign a Provider Agreement with Senior and Disabilities Services General Relief Program (SDS).
- Sign paperwork with the State of Alaska to receive a provider number for payment (SDS).
- It is not necessary to become certified as a Medicaid provider to receive General Relief payment, but homes can have mixed payment sources.
Where to find the GR Provider Agreement

- For the Provider Agreement Application and other General Relief forms
  please follow this link to the SDS/GR Website:

  [http://dhss.alaska.gov/dsds/Pages/aps/apsrelief.aspx](http://dhss.alaska.gov/dsds/Pages/aps/apsrelief.aspx)
Services to be Provided by ALH

- A licensed assisted living home must provide housing, food service, and all other services that are required to meet the purposes of the General Relief Assisted Living Regulations.

- Housing, food service, and other services must be provided in a way that promotes each resident's safety, welfare, and independence and that assures protection of each resident's rights.

- Assisted living care encompasses 24-hour supportive and protective services in the activities of daily living and in the instrumental activities of daily living.
Protective Services

Personal Assistance

Supportive Services

Assistance with Activities of Daily Living/Instrumental Activities of Daily Living

Organized Program that Encourages Participation in Activities within the home and Community
General Awareness of each Resident’s Activities while on the Premises

Arranging for or providing transportation to and from appointments if a resident is unable to take public transportation, and arranging for or providing an escort, if needed
GR GUIDELINES AND PROCEDURES

- Care Coordinators, Discharge Planners, Hospital Social Workers, or a responsible person acting on an applicant’s behalf can complete a General Relief/Temporary Assistance Application.

* The ALH cannot apply for a resident or potential resident.

- All Notifications must be received in our office via DSM (Direct Secure Messaging), mailed to Senior and Disabilities Services @ 550 W. 8th Ave Anchorage, AK 99501, or delivered in person within 10 working days of any placement changes for the consumer, such as hospitalization, incarceration, or any other absences that may arise with the consumer.
Notification must be submitted using a state approved Client Activity form (CAF). These forms can be found on our Website at http://dhss.alaska.gov/dsdspages/aps/apsrelief.aspx

In the event of the death of a consumer, notification must be received within 24 hours.
Sample Client Activity Form

State of Alaska • Department of Health and Social Services • Senior and Disabilities Services

General Relief for Assisted Living Home Care

CLIENT ACTIVITY FORM

The GR Program must be notified within ten days of any client changes.

Client Last Name: ___________________________ Client First Name: ___________________________

Date of Birth: ______________ Name of ALH reporting change: ___________________________

What changed? Check all that apply and explain below

- Client moved in
  Date: ______________

- Client was absent from the ALH, but did not move out
  Dates gone: __________

- Client moved to a new GR ALH
  Date: ______________

  Name of New ALH: ___________________________

- Client moved out, doesn't need/want GR
  Date: ______________

  New Address/Location: ___________________________

  New Phone Number: ___________________________

- Income or Resource Change: describe below

- Request for Augmented Rate – describe below, attach supporting documentation

- Application for Waiver or APA turned in
  Date: ______________

  For Waiver - Care Coordinator: ___________________________

- Client Died
  Date: ______________

Additional Information: (attach more pages as needed)

Name of Person Filling out Form: ___________________________ Title: ___________________________

Signature: ___________________________ Date: ______________

Send this form to:
General Relief Program • Division of Senior and Disabilities Services 550 W. 8th Ave. Anchorage, Alaska 99501 • fax: (907) 269-4973
A NOTIFICATION SHOULD BE INITIATED:

- When a consumer is admitted or discharged from the assisted living home
- When a consumer is admitted and/or discharged from the Hospital or API.
- Consumer is approved for a waiver program.
- Consumer has Income Changes.
- If the consumer is deceased. (report within 24 hours)
- When a consumer has been demonstrating behaviors which do not support Assisted Living Care or otherwise violates house rules.

- Notify APS/General Relief immediately if you move or have any licensing changes that affect the General Relief Consumers.

- The General Relief Program does not pay for any absences past 3 days. Absences longer than 3 days need a written request and special approval by the GR Health Program Associate.

- Consumers have 30 days to apply for other programs. Non-compliance will result in the General Relief Funds to become suspended or terminated
The goal is to process invoices in 30 days. We will no longer verify payment prior to 30 days.

If you invoice is turned in later than 30 days then a letter of explanation is required for the Director to review.

Invoices that are not accurate will be returned for corrections. Your invoice is not considered received until an accurate invoice is turned in.

If you have set up direct deposit with the Finance Department, please allow up to 3 business days for the funds to show up in your account.
If you are receiving funds via check, please allow up to 10 business days for mail delivery times.

Any notification received regarding a client for the invoice month, will be processed within 3 business days. The Calculation sheet and invoice will be sent on the following Friday.
Please Allow up to 3 business days for processing of notifications.

You will not receive written verification of the notification(s) unless you have delivered it in person to the office of Senior and Disabilities Services @ 550 W. 8th Ave Anchorage, AK 99501

FAILURE TO SUBMIT A CLIENT ACTIVITY REPORT WILL DELAY THE PROCESSING OF YOUR INVOICE AS A RESULT YOU MAY NOT RECEIVE YOUR PAYMENT IN A TIMELY MANNER.
# Sample GR Invoice

**Invoice for Payment for General Relief Assisted Living Service**

<table>
<thead>
<tr>
<th>Individual</th>
<th>Daily Rate</th>
<th>Start</th>
<th>End</th>
<th>Days</th>
<th>Monthly Total</th>
<th>Actual number of days individual was served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident name 1</td>
<td>$70</td>
<td>6/1/11</td>
<td>6/30/11</td>
<td>30</td>
<td>$2100</td>
<td>30</td>
</tr>
<tr>
<td>Resident name 2</td>
<td>$70</td>
<td>6/1/11</td>
<td>6/30/11</td>
<td>30</td>
<td>$2100</td>
<td>30</td>
</tr>
<tr>
<td>Resident name 3</td>
<td>$70</td>
<td>6/1/11</td>
<td>6/30/11</td>
<td>30</td>
<td>$2100</td>
<td>30</td>
</tr>
<tr>
<td>Resident name 4</td>
<td>$70</td>
<td>6/1/11</td>
<td>6/30/11</td>
<td>30</td>
<td>$2100</td>
<td>30</td>
</tr>
<tr>
<td>Resident name 5</td>
<td>$70</td>
<td>6/1/11</td>
<td>6/30/11</td>
<td>30</td>
<td>$2100</td>
<td>30</td>
</tr>
<tr>
<td>Augmented Rate</td>
<td>$20</td>
<td>6/1/11</td>
<td>6/30/11</td>
<td>30</td>
<td>$600</td>
<td>30</td>
</tr>
</tbody>
</table>

**Total:** $11,100

**Assisted Living Home Administrator:** Please notify this office in writing if your client moves, transfers, dies, goes to the hospital or disappears from your assisted living home.

**Signature**

I certify that the named residents received the services specified in the prescribed manner for number of days indicated in the space above.

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**For SDS Use**

General Relief Authorization for Payment: __________________________

Date: __________________________

Invoice training available on the SDS website [www.dhss.alaska.gov](http://www.dhss.alaska.gov)
GR Facts

- General Relief costs the State between 10-11 million dollars each year. Note: Budget has been cut to 7.5 million and scheduled for more cuts in FY 18.
  - $70/day - $93.10/day (Geographical Location)

- Funded solely through the State of Alaska General Funds.
- No Federal Funding (Medicaid or Medicare) Statewide there are 324 ALH’s that will care for clients funded through GR, the majority are located in Anchorage.
- Currently 571 GR recipients.
In May of 2015:

- 541 people were approved for the General Relief ALH program
  - 440 - Anchorage Municipality
  - 34 - MatSu Borough
  - 21 - Fairbanks or North Pole
  - 19 - Kenai Peninsula or Kodiak
  - 15 - Southeast Alaska
  - >10 - Dillingham
  - >10 - Tanana
  - >10 - Galena
  - >10 - Delta Junction
Residents are from all over the State of Alaska.
The average monthly census is 543 approved people.
The average length of stay is 274 days.
The average annual payment by SOA is $23,000.
In May 2015:
- 273 residents are under 60
- 268 are over 60
- 209 are female
- 332 are male
CONTACTS

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The End