INFORMATIONAL LETTER NO. 2574-MC-FFS

DATE: April 2, 2024

TO: Home and Community-Based Services (HCBS) Waiver and State Plan HCBS Habilitation, Home Health Agencies, Targeted Case Management (TCM), Behavioral Health Intervention Services (BHIS) and Applied Behavioral Analysis (ABA) Providers, Community-Based Neurobehavioral Rehabilitation Services (CNRS), Behavioral Health Service Providers, Program of All-Inclusive Care for the Elderly (PACE) Organizations, Financial Management Services (FMS), Consumer Directed Attendant Care (CDAC), Consumer Choices Option (CCO), Integrated Health Homes (IHH)

APPLIES TO: Managed Care (MC), Fee-for-Service (FFS)

FROM: Iowa Department of Health and Human Services (HHS), Iowa Medicaid

RE: American Rescue Plan Act (ARPA) Home and Community-Based Services (HCBS) Recruitment and Retention (R&R) Grant Reporting

EFFECTIVE: Immediately

This informational letter (IL) is intended to provide notice that Iowa Medicaid is collecting outcome and expenditure data from provider organizations awarded American Rescue Plan Act (ARPA) Home and Community-Based Services (HCBS) Recruitment and Retention (R&R) grant funds during 2022.

Iowa Medicaid informed providers through IL 2534[1] that the grant funds awarded must be fully expended by **March 31, 2025,** and that grant recipients will submit regularly occurring project reports to Iowa Medicaid until all funds awarded have been expended and the projects have been completed.

Iowa Medicaid is now requesting data from the agency providers awarded R&R grant funds. Agency providers and Program of All-Inclusive Care for the Elderly (PACE) organizations must report the use of the grants funds initially and then provide updates quarterly until all funds are expended. Individual Consumer Directed Attendant Care (ICDAC) providers are not subject to the reporting requirements. Consumer Choices Option (CCO) employee distributions are reported directly to the Department by the Financial Management Services (FMS).

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[1] https://secureapp.dhs.state.ia.us/IMPA/Information/ViewDocument.aspx?viewdocument=c295f532-fcc7-4677-9e4b-1177f3c55a1d

Agency providers and PACE organizations receiving R&R grant awards will need to be prepared to report the following data:

1. Organization contact information
2. Total amount of R&R grant funds awarded to the organization across all four funding applications
3. Total amount of R&R grant funds expended to date
   a. For the ARPA R&R Funds expended to date, be prepared to upload a separate file that includes the following information:
      i. Name of each employee receiving a recruitment and/or retention payment,
      ii. The employee's title/ role,
      iii. The type of payment made to the employee (recruitment or retention) and whether it is a monetary payment or non-monetary payment (gas card, gift card, other)
      iv. The date the payment was made to the employee and
      v. The amount of the payment made to the employee or the value of the non-monetary payment.
4. Total amount of R&R grants funds remaining to date
5. Impact of the ARPA R&R grant funds on recruitment
6. Impact of the ARPA R&R grant funds on retention
7. Current number of vacant positions for direct support staff, mid-level leadership and clinical staff

Reporting Timelines

Agency providers receiving ARPA HCBS Recruitment and Retention (R&R) Grant funds must complete the initial "HHS, Iowa Medicaid ARPA HCBS Recruitment and Retention (R&R) Grant Reporting Form" by **April 30, 2024.** Subsequent reports will be due on the following schedule for each provider until the ARPA R&R grant funds are fully expended.

Expenditure Data	Reporting Period Covered	Due Date
Initial Data Submission	All R&R expenditures through March 31, 2024	April 30, 2024
Second Data Submission	All R&R expenditures through June 30, 2024	July 31, 2024
Third Data Submission	All R&R expenditures through September 30, 2024	October 31, 2024
Fourth Data Submission	All R&R expenditures through December 31, 2024	January 31, 2025
Final Data Submission	All R&R expenditures through March 31, 2025	April 30, 2025

ARPA R&R Grant Data Submission Instructions
Completing the ARPA HCBS R&R Grant Reporting Form
Agency Providers that received R&R grant funds must complete the "HHS, Iowa Medicaid ARPA HCBS Recruitment and Retention (R&R) Grant Reporting Form" online here[2].

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[2]https://forms.office.com/Pages/ResponsePage.aspx?id=TXssjVoIF0aFNjinbRmw2sfoGc0pGD1Evq3VWPHtT_dUMUtYRldDRTkxSDIwOUM4UzM3SE1EVEUxTS4u

Providers must respond to **all** questions contained on the form and upload a separate expenditure file to Iowa Medicaid Portal Access (IMPA). The Department can accept documents in the following formats: pdf,.jpg,.xls,.xlsx,.jpeg,.png,.gif,.doc,.docx,.bmp,.txt

For the ARPA (R&R) funds expended to date, please provide a separate file that includes the following information:
1. Name of each employee receiving a recruitment and/or retention payment,
2. The employee's title/ role,
3. The type of payment made to the employee (recruitment or retention) and whether it is a monetary payment or non-monetary payment (gas card, gift card, other),
4. The date the payment was made to the employee, and
5. The amount of the payment or the value of the non-monetary payment made to the employee, including any payroll taxes applicable to the payment.

Labeling the Document to be Uploaded to IMPA
Labeling of the document to be uploaded to IMPA is important for tracking purposes. The R&R expenditure report document uploaded through IMPA must be labeled with ARPA R&R, and the Provider Name, as noted here: **ARPA_R&R_XYZ_Enterprises**

The IMPA upload function will automatically populate your NPI and date of submission to the document upload.

Uploading the ARPA R&R Grant Expenditure Report through IMPA
During the completion of the online ARPA R&R Grant Reporting form, providers must load their ARPA R&R Expenditure Report in IMPA using the following instructions:
1. Go to the IMPA homepage[3].
2. Log into IMPA using your username and password.
3. Click on the "File" tab on the top left corner of the page.
4. Click on the "Upload" file menu option.
5. From the drop-down menu, choose the "Provider Reporting link."
6. Upload the R&R Expenditure Report. The report must be labeled as noted above.

In accordance with the terms and conditions of the grant awards, providers failing to complete the reporting form and document upload may be subject to recoupment.

ARPA Grant Expenditure Reporting Upload Access in IMPA
Providers that received ARPA R&R grant funds have been granted ARPA report upload access in IMPA. For those providers who discover that they do not have upload access for ARPA reporting, please complete and submit the ARPA Reporting Access Request Form that is located here[4].

If you are having difficulty with IMPA login, please send an email to IMPASupport@dhs.state.ia.us for assistance.

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[3] https://secureapp.dhs.state.ia.us/impa/Default.aspx
[4] https://secureapp.dhs.state.ia.us/impa/Default.aspx

Note: Any federal/state funds issued by the department is subject to an audit. Any false statement, omission or misrepresentation of a material fact may result in recovery of all funds paid as a result of such false statement, omission or misrepresentation, and may result in prosecution under state and federal laws.

If you have questions, please contact Iowa Medicaid Provider Services:

Iowa Medicaid Provider Services:
- Phone: 1-800-338-7909
- Email: imeproviderservices@dhs.state.ia.us