

Revision History

Date	Version	Description	Author
2/12/2024	1.0	Initial publication	EOEA
3/15/2024	1.1	Includes updates on allowable CTLP expenses including Other Direct Admin Expenses.	EOEA

CTLP E-Invoicing & Team Expense Account

This Business Rule is intended for Community Transition Liaison Program (CTLTP) and Fiscal Department staff across the ASAP network. This Business Rule outlines allowable CTLTP expenses that may be submitted to EOEA for reimbursement.

Each ASAP has been allotted dedicated staff funding solely for CTLTP. Additionally, each ASAP CTLTP team has been allotted \$12,000 per team, per fiscal year, to aid in supporting the community transition of skilled nursing facility (NF) residents, known as the *Team Expense Account (TEA)*. Each ASAP’s total number of CTLTP teams has been predetermined by grouping NF by ASAP geographic location based on Department of Public Health (DPH) [public data](#). Team Expense Account funds may not be used to duplicate costs paid through other MassHealth, Money Follows the Person (MFP) Demonstration, EOEA Home Care, or other state-sponsored programs in which the resident is enrolled. The annual team expense fund amount is to be utilized in support of community transition for NF residents for items such as costs associated with CORI checks, housing application costs, obtaining copies of birth certificates, obtaining state issued identification, etc.

CTLTP Allowable Expenses

1. CTLTP Staff Salaries:

- Each ASAP CTLTP team is composed of:
 - CTLTP Supervisor who is the EOEA contact and responsible for program management (0.25 FTE per CTLTP Team)
 - CTLTP Liaison (1 FTE per CTLTP Team)
 - CTLTP Case Assistant (1 FTE per CTLTP Team)
- ASAPs may only bill for salary expenses related to these CTLTP team members.
- ASAPs may bill for staff members who are temporarily covering the functions of any of these 3 CTLTP positions to ensure nursing facility coverage and resident assistance utilizing the approved UFRs.

EOEA approved UFRs for CTLTP and their allowability: Staff Salaries

UFR Number	Program Component	Allowable Invoicing
101	CTLTP Program Manager	Personnel salary
132	CTLTP Liaison	Personnel salary
137	CTLTP Case Assistant	Personnel salary
150	Payroll Taxes	

151	Fringe Benefits	
-----	-----------------	--

2. CTLP Team Expense Account (TEA):

- CTLP enrolled consumers must have a consumer record in Aging & Disability (A&D), an active CTLP Care Enrollment, or have had an active CTLP Care Enrollment within the last 30 days.
- An item or items may only be submitted to EOEА for reimbursement through the CTLP TEA for CTLP enrolled consumers.
- TEA funding can only be used for NF resident community transitions and not for ASAP staff related expenditures.
- Alternative funding sources which support the community transition of the skilled nursing facility resident must be explored prior to using CTLP TEA funds.
- Purchases may not duplicate costs paid for through other programs in which the NF resident is enrolled, which may include, but not limited to:
 - MassHealth
 - State Plan Services
 - Managed Care Plans
 - Money Follows the Person (MFP) Demonstration
 - EOEА Home Care Programs
 - Other state-sponsored programs

EOEA approved UFRs for CTLP and their allowability: CTLP Team Expense Account

UFR Number	Program Component	Allowable Invoicing
216	Program Support	<ul style="list-style-type: none"> • Fees: CORI checks, housing application, copies of birth certificates, state issued identification • Tangible items: technology, household items, clothing, safety equipment • Services: one-time legal service, transportation <p>*Any expenses not listed here are subject to approval by EOEА CTLP Manager, Julianna</p>

		Santiago, prior to purchase and e-Invoicing.
--	--	-----------------------------------------------------

3. Other Direct Admin Expenses:

- This category comprises all non-personnel, non-payroll tax, non-fringe benefits, and non-CTLTP Team Expense Account purchases.
- ASAPs to request advance approval from the EOEa CTLTP Team for any costs in this category, by submitting a budget for all expected costs under this category

Other Direct Admin Expenses

UFR Number	Program Component	Allowable Invoicing
510 (410 & 390)	Other Direct Admin Expenses	ASAPs should submit documentation along with revised budget confirmations reflecting expected costs in this category. Allowable costs under this category include, but are not limited to: mileage, staff training, program supplies and materials, and agency administrative support.

Reimbursement Procedure

CTLTP Staff Salaries Reimbursement Procedure:

- ASAP Fiscal staff to complete e-Invoicing submission and submit the CTLTP e-Invoicing Template as an attachment.
- The CTLTP e-Invoicing Template must be submitted with both the monthly and year to date expense totals.
 - Allowable line items to be utilized for Personnel Salaries are:
 - **CTLTP Program Manager**
 - **CTLTP Liaison**
 - **CTLTP Case Assistant**
 - **Payroll Taxes**
 - **Fringe Benefits**

CTLTP Team Expense Account Reimbursement Procedure:

1. Purchase an item or items necessary to support the CTLP enrolled NF resident's community transition.
2. Upload the receipt for the item(s) into the File Attachments section of the CTLP consumer's A&D record.
 - There should be one receipt per CTLP consumer.
 - There may be multiple items purchased for one CTLP consumer on the same receipt.
 - The receipt must clearly show the individual cost of each item and the total amount spent.
 - The File Attachment should be entered and labeled as follows:
 - **Folder:** Community Transition Liaison Program (CTLP)
 - **Description:** Team Expense Account Purchase(s)

3. Documentation in the Journals section of A&D must include the provision of items to support the resident's transition to the community and verification of no alternative funding sources.
4. Track CTLP Team Expense Account spending and submit E-invoicing monthly for cost reimbursement.
 - Team Expense Account utilization should be billed in the CTLP Template for e-Invoicing under line item:
 - **Program Support**
5. Complete and send the **Supplemental CTLP Team Expense Account Spreadsheet** via email to:
 Julianna Santiago (Julianna.Santiago@mass.gov) and
 Carissa Kushmerek (Carissa.Kushmerek@mass.gov)
 - Must be emailed monthly, based on spending
 - Email to be sent no later than the 15th of the following month, after purchases have been made

- Expenses must match the total monthly expenditures on the e-Invoicing CTLP Template

Supplemental CTLP Team Expense Account Spreadsheet

	A	B	C	D	E
1	ASAP Name:				
2	Month/Year:				
3					
4	Consumer Name	Consumer ID (A&D)	Category	Item	Item Total
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24	Monthly Total				\$ -
25	FY24 Aggregate Total				\$ -
26					

CTLP Other Direct Admin Expenses Reimbursement Procedure:

1. ASAP Fiscal staff to complete e-Invoicing submission and submit the CTLP e-Invoicing Template as an attachment.
 - a. Allowable Line Item to be utilized:
 - **Other Direct Admin Expenses**

CTLP FY24 CTLP e-Invoicing Template

1	CONTRACTOR:								0
2	CONTACT PERSON:								0
3	BILLING PERIOD:	Jul 23 - Jun 24							Jul 23 - Jun 24
4	(Include monthly adjustments.)								
5		CTLP	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24
6		Personnel Salaries							
7		101 CTLP Program Manager	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8		132 CTLP Liaison	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9		137 CTLP Case Assistant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10		Subtotal Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11		150 Payroll Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12		151 Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13		Total Direct Care/Program Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14		216 Program Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15		510 Other Direct Admin Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16		Total Direct Administrative Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17									
18		SUBTOTAL PROGRAM COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19									
20									
21		PROGRAM TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

ELD Home Care

For questions regarding this business rule, please contact the EOEA CTLP Team: Julianna Santiago, Community Transition Liaison Program Manager at Julianna.Santiago@mass.gov and Carissa Kushmerek, Community Transition Liaison Program Coordinator at Carissa.Kushmerek@mass.gov.