

FMS Vendor Transition for Self-Directed Services

Community HealthChoices

October 1, 2021

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Today: FMS Transition

Presented by your Community HealthChoices MCOs: AmeriHealth Caritas Pennsylvania; Keystone First; PA Health & Wellness, Inc.; and UPMC

AND Tempus Unlimited

➤ What to expect during Transition

➤ Questions

What to Expect during Transition



What to Expect during Transition



- Introductory letters and communication from Tempus
- Common Law Employers will receive pre-populated transition packets from Tempus
 - Participant/Common Law Employer Transition Packet
 - Direct Care Worker Transition Packet
- Attend Tempus Information and Training Sessions
 - Call-in/Online Webex
 - In-Person
- Future Training
 - Introduction to Tempus EVV timesheet submission and approval process
 - Introduction to Tempus Enrollment Process
- Tempus Informational Website updates

Tempus Communication



- Introduction letter from Tempus
- Communication to be mailed to the Common Law Employers and Direct Care Workers
- Transition Packet mailing and follow-up
- Participant/Common Law Employer and Direct Care Worker Information and Training Sessions
- Tempus Informational Website
- Emails, Text Messages and Voice Messages

Transition Packets for Common Law Employers and Direct Care Workers



- Tempus will mail pre-populated Transition Packets with information received from Public Partnerships LLC.
 - Packets will be mailed to the Common Law Employer's address on file.
- Participant/Common Law Employer Transition Packets will include:
 - Common Law Employer Agreement
 - IRS Form 2678 - Employer/Payer Appointment of Agent
- Direct Care Worker Transition Packets will include:
 - Direct Care Worker Agreement
 - Direct Care Worker Information and Acknowledgement Form

Transition Packet Mailing Schedule



- Transition packets will be mailed in phases based on MCO regions
 - Southwest Region – week of 10/24/2021; expect to receive by 11/7/2021
 - Southeast Region – week of 10/31/2021; expect to receive by 11/14/2021
 - Northwest/Northeast Region – week of 11/7/2021; expect to receive by 11/21/2021
 - Lehigh/Capital Region– week of 11/14/2021; expect to receive by 11/28/2021
- You should expect to receive your transition packet within two weeks of the scheduled mailing date. If you do not receive your packets, please contact Tempus.

How to Complete and Due Dates

- Tempus will offer multiple training opportunities on how to complete the transition documents and answer questions
- Instructions on how to complete the forms will be included in the packet
- When packets are received, please review pre-populated information for accuracy and complete any required sections, sign and return to Tempus within 2-weeks of receipt
 - If anything is incorrect, please cross-off and make the correction then initial the change
 - If you are unsure on what to do, please attend an Information Session
- Common Law Employer packets will require the signature of the Common Law Employer
- Direct Care Worker packets will require the signature of both the Common Law Employer and the Direct Care Worker

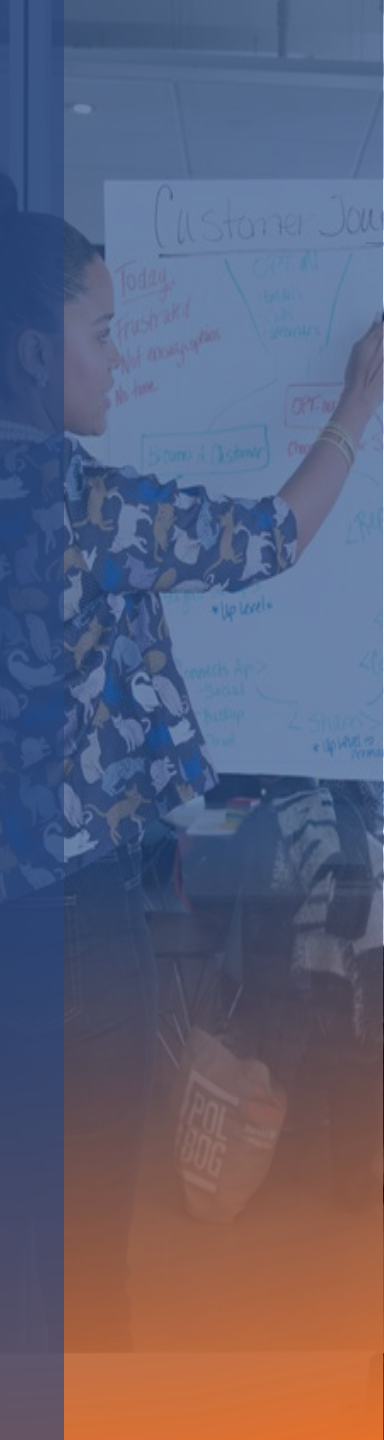
Call-in and Online Information Sessions



- Tempus will host **one-hour Call-in and Online WebEx sessions** beginning in October
 - Login Information will be posted to the Tempus website

October 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 1:00 PM	26 11:00 AM	27 7:00 PM	28 2:00 PM	29 9:00 AM	30
31						

Call-in and Online Information Session Details



November 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 1:00 PM 7:00 PM	2 11:00 AM	3 7:00 PM	4 2:00 PM	5 9:00 AM	6 10:00 AM
7	8 1:00 PM	9 11:00 AM	10 7:00 PM	11 2:00 PM	12 9:00 AM	13
14	15 1:00 PM 7:00 PM	16 11:00 AM	17 7:00 PM	18 2:00 PM	19 9:00 AM	20 10:00 AM
21	22 1:00 PM	23 11:00 AM	24 7:00 PM	25 NO SESSION	26 9:00 AM	27
28	29 1:00 PM 7:00 PM	30 11:00 AM				

December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 7:00 PM	2 2:00 PM	3 9:00 AM	4 10:00 AM
5	6 1:00 PM	7 11:00 AM	8 7:00 PM	9 2:00 PM	10 9:00 AM	11
12	13 1:00 PM 7:00 PM	14 11:00 AM	15 7:00 PM	16 2:00 PM	17 9:00 AM	18 10:00 AM
19	20 1:00 PM	21 11:00 AM	22 7:00 PM	23 2:00 PM	24 9:00 AM	25
26	27 1:00 PM 7:00 PM	28 11:00 AM	29 7:00 PM	30 2:00 PM	31 9:00 AM	

In-person Information Sessions



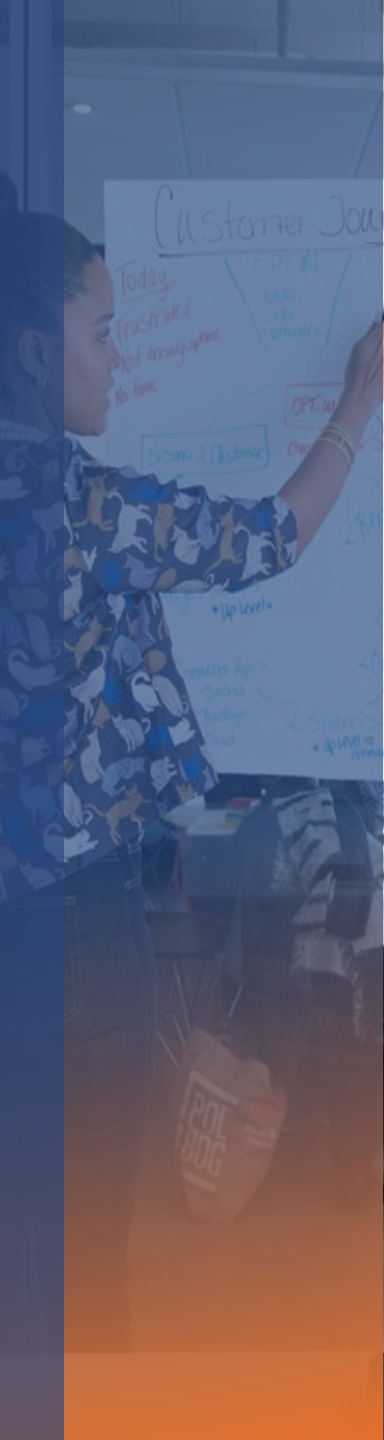
- In-person Information Sessions for Common Law Employers and Direct Care Workers will be held in each region across the Commonwealth beginning in November
 - Schedule of dates and times will be posted on the Tempus website

- ★ Southwest – Pittsburgh
- ★ Southeast – King of Prussia
- ★ Northwest – Erie
- ★ Northeast – Clarks Summit
- ★ Lehigh/Capital – Lancaster



Future Training Sessions

- Tempus will host training sessions for Participants, Common Law Employer and Direct Care Workers.
- Topics for future training will include:
 - Introduction to Tempus EVV timesheet submission and approval process
 - Introduction to Tempus Online Tools and Self-Service Portal
 - Introduction to Tempus Enrollment Process
- **Every Common Law Employer and Direct Care Worker will need to be trained.**
- Training will be conducted through:
 - Call-in Sessions
 - Online Webex Sessions
 - In-person Sessions
 - How-to Guides and Videos posted to the Tempus website



Tempus Informational Website



- Website address: <https://pa.tempusunlimited.org>
 - This can be one of your primary sources of information
- **Check Frequently:** Information and updates from the MCOs and from Tempus will be posted to the Documentation section
- Webinars and In-person sessions: Soon we'll post the schedules for important webinars and in-person sessions to assist you with paperwork and to answer questions
- The FAQs will be updated as we provide more information to Participants, Common Law Employers, and Direct Care Workers

Pennsylvania In-State Hiring Initiative



- Tempus is looking to hire remote and in-office staff for Pennsylvania
- Tempus is planning to open three offices in Pennsylvania
 - Pittsburgh Area
 - Central Pennsylvania
 - Philadelphia area
- Individuals with lived experience or an understanding of self-direction would be valuable
- Please check the Tempus website frequently for job openings:
 - Website: <https://tempusunlimited.org>

Questions?

