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KIMBERLY G. BOSWELL  
COMMISSIONER

**To:** Employers of Record, Support Coordinators, ADMH Staff

**From:** Alabama Department of Mental Health-Division of Developmental Disabilities

**Date:** October 29, 2021

**Re:** Self-Directed Services Recruitment and Retention Plans

You recently received communications about the Recruitment and Retention Plans in association with the temporary 30% rate increase for Intellectual Disabilities (ID) and Living at Home (LAH) Waivers. ***The rate increases are effective for services from 5/1/2021 through 11/30/2021, and revert to the prevailing rate, effective 12/1/2021.***

The funds available for recruitment and retention are only those generated from the temporary 30% rate increase on paid claims for eligible services. The services that are eligible for the temporary rate increase are Personal Care, Adult Companion Care, Nursing (RN and LPN), In-Home Respite and Out-of-Home Respite.

ADMH is working to determine what funding as a result of the recruitment and retention enhancement is available. Both Financial Management Service Agents (FMSA) must void and replace claims previously filed to generate the funds for recruitment and retention. Until the void and replace process is completed, we will not know the amount of funds available as a result of billing from the period May 1 to September 2. Since the amount available for Recruitment and retention is based on paid claims with the enhanced rate, the amount of funds will have to be determined in sections. The chart below outlines the timeframe that ADMH will pull reports.

**NOTE: The funds available are based on the billing practices of the FMSA.**

Reports	Billed Service Dates	Date of Report with Funds Amount
1 <sup>st</sup>	September 3, 2021-September 30, 2021	November 15, 2021
2 <sup>nd</sup>	May 1, 2020 to September 2, 2021	To Be Determined
3 <sup>rd</sup>	October 1, 202 to October 31, 2021	December 15, 2021
4 <sup>th</sup>	November 1, 2021 to November 30, 2021	January 15, 2022

Please note only the 30% increase should be budgeted for recruitment and retention. If your recruitment and retention plan include the temporary rate increase for current staff, these can be processed quicker. Both FMSAs have confirmed that the rate of pay increases can be processed.

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The EOR must submit a Recruitment and Retention plan on the attached form indicating how he/she plans to use the rate increase. This plan must provide explicit details such as the name of current employee or new employee (if known) and the amount of the Loyalty Bonus, or Referral Bonus or Sign-On Bonus as applicable. This plan should be submitted to the Support Coordinator who will submit it to Alabama Department of Mental Health (ADMH) via ADIDIS and tag Ruthie Ferrell and the appropriate Self-Directed Liaison. When a Recruitment and Retention plan is submitted, Ms. Ferrell will generate the report to determine the funds amounts for individuals and respond to the Support Coordinator in ADIDIS.

Attached to this email is a report that is due by the 15<sup>th</sup> of January for reporting on the effects of the 30% enhanced rate on recruitment and retention. This report will be sent out quarterly in order to track personnel changes as a result of the rate.

The worksheet calculates turnover rate after providers enter staffing numbers. After the data has been entered there is space for an explanation of the practices that have worked for the provider in their efforts to recruit and retain employees.