

Missouri Nursing Facility Strike Team and Infrastructure Award

Frequently Asked Questions

What is the Missouri Nursing Facility Strike Team and Infrastructure Award?

The Missouri Nursing Facility Strike Team and Infrastructure Award is dedicated to providing resources to Skilled Nursing Facilities and Long Term Care and Other Nursing Facilities for assistance with the SARS CoV-2 virus.

How do I obtain reimbursement?

Qualifying operators and owners of Missouri Skilled Nursing Facilities and Long Term Care and Other Nursing Facilities licensed with the Missouri Department of Health and Senior Services (DHSS) must submit an application to request reimbursement through the Missouri Nursing Facility Strike Team Infrastructure Award Application at:

<https://app.smartsheet.com/b/form/a979f3239e9947038a9808149466f585>.

- After submission, DHSS will review all information and supporting documentation.
- DHSS may contact operators to clarify information or request missing information.
- Once the application and supporting documentation are approved by DHSS, a contract will be issued to the operator for signature and returned to the DHSS.
 - Operators will receive a copy of the fully executed contract.
- Payments will be processed and issued by DHSS after the contract is signed by both parties and is considered fully executed.

When can I submit an application for reimbursement?

- Applications will be accepted from March 1, 2023 through August 31, 2023 for expenses incurred from July 1, 2022 through August 31, 2023.
- If program funds are still available, a second application period may be opened for expenses incurred through March 10, 2024. Available funds per facility will be based on remaining funds available.

What expenses qualify for reimbursement through the Strike Team and Infrastructure funds?

Operators of Missouri residential, skilled nursing, long-term care and assisted living facilities licensed with DHSS may seek reimbursement for expenses incurred costs directly related to preparing, preventing, and responding to the COVID- 19 pandemic. Expenses must have been incurred between July 1, 2022 and date of application, no later than March 10, 2024.

- Expenses eligible for reimbursement include:
 - Payroll Costs
 - Training and Education Costs
 - Operational Costs and Supplies

What expenses are applicable for each reimbursement category?

- Payroll Costs – salary, fringe benefits, overtime expenses
 - Clinical staffing (e.g. expand existing staff to cover shortages during outbreaks, staff to support infection control, patient/resident testing and vaccinations, etc.).
 - Nonclinical staffing (e.g. for monitoring and auditing infection control practices, vaccination or testing/screening procedures, etc.).
- Training and Education Costs
 - Infection Prevention training and education for facility staff.
 - Disease prevention and response training.
 - Software training related to COVID-19 response.
- Operational Costs and Supply Costs
 - Personal protective equipment
 - Note: Contract funds shall only be expended on PPE not available to facilities from the Department PPE Warehouse which can be ordered at: <https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus/ppe.php>
 - N-95 (or other appropriate respirator) fit testing services and/or supplies.
 - Cleaning supplies

- Sanitation company services
- Software used in tracking COVID-19-related information
- Information Technology tools to facilitate care or infection control evaluations (e.g. purchase laptops, tablets, Telehealth, screening kiosks or apps to support this).
- Materials and supplies based on identified infection control gaps (e.g. testing materials, equipment, isolation kits/carts, etc.) to support COVID-19 efforts for testing and mitigation.
- Environmental assessments (e.g. air quality assessments, HVAC, etc.).
- Visitation aids (i.e., tablets for virtual visits; physical barrier equipment, such as Plexiglas for in-person visits; etc.)
- Portable fans, air cleaners, filtration systems, etc.

What documentation is required for each reimbursement category?

- Payroll Costs:
 - Direct Wages
 - Time sheets
 - Pay stubs
 - Staffing Agency
 - Time sheets
 - Paid staffing agency invoice(s)
- Training and Education Costs
 - Paid vendor invoice(s)
- Operational Costs and Supplies
 - Purchase order(s)
 - Invoice(s)
 - Paid vendor invoice(s)

My company owns multiple facilities, am I required to submit an application for each facility or one application for all being operated by my company?

No. Operators who own multiple facilities should submit one application for all of the facilities they own/operate.

How do I know how much my operation is eligible to receive in reimbursements through this opportunity?

Owners and operators of Skilled Nursing Facilities and Long Term Care and Other Nursing Facilities licensed with the Missouri Department of Health and Senior Services (DHSS) on July 1, 2022 or later are eligible to apply for reimbursement through Missouri's Nursing Facility Strike Team and Infrastructure Award. The total maximum reimbursement for each facility is based on licensed bed capacity with DHSS on July 1, 2022. If a facility becomes licensed after July 1, 2022, reimbursement eligibility will be based on bed count capacity at time of licensing.

- Skilled Nursing Facilities are eligible for up to \$135.49 per licensed bed.
- Long Term Care and Other Nursing Facilities are eligible for up to \$250.69 per licensed bed.

What are considered Other Nursing Facilities?

- Long Term Care and Other Nursing Facilities (LTC/Other) – LTC/Other includes facilities designated as RCF, RCF*, ALF, ALF**, and ICF.
- Residential Care Facility (RCF) – Provides 24-hour care and services including assistance with medications and care. May only care for residents who are able to exit the facility unassisted.
- RCF* (formerly known as RCFII) - Similar to an RCF, provides 24-hour care and services including assistance with medications and care. May only care for residents who are able to exit the facility unassisted.
- Assisted Living Facility (ALF) - Provides 24-hour care and services including assistance with medications and care. May only care for residents who meet the minimal assistance definition OR who are on hospice.
- ALF**- ALF facility that meets the requirements necessary to accept or continue to care for residents with a cognitive or physical impairment that require additional assistance to exit the facility in an emergency, however, do not need placement in a skilled nursing facility. Provides 24-hour care and services including assistance with medications and care. May care for residents across the continuum. Must have individualized evacuation plans in place for persons who require more than minimal assistance to exit the facility. Many have special care units for persons with dementia.
- Intermediate Care Facility (ICF) - Provides 24-hour care and services including assistance with medications and care.

What format is acceptable for submitting supporting documents in the application?

.jpg, .png, .gif, .pdf, .docx, .pptx, .xlsx

File upload is limited to ten documents.

Is tax paid on COVID-19 expenses reimbursable?

No. Only the cost of the item(s) purchased is reimbursable.

Will allocation payments be sent out to each qualifying operator automatically?

No. Allocation payments are not automatic. Operators must apply through online application to be considered for reimbursement.

How many applications for reimbursement can I submit?

Qualifying owners/operators may submit one application per application period.

Do I have to register as a vendor with the State of Missouri?

Yes, before operators can complete an application for reimbursement, they must register as a vendor with the state's financial system. To register as a vendor, visit <https://missouribuys.mo.gov/registration>.

Are there any tips for registering as a vendor with the State of Missouri that will help avoid delays in application and/or payment processing?

- Register only the operating entity and not all individual facilities owned by the same company.
- Ensure that the address used in the State's financial system is the same address that will be used as the operator's address on the application.

Where and how will payment be sent?

The State of Missouri reserves the right to make payments to qualifying applicants through electronic funds transfer (EFT). Therefore, prior to any payments being processed, the facility operator must ensure their ACH-EFT payment information is up-to-date in the state's financial system.

Why would my reimbursement application be delayed and/or denied?

- The application was submitted missing required information.
- The application was submitted without the appropriate required supporting documents.
- The operator has not registered as a vendor with the State of Missouri.
- The operator's address on the application does not match the information supplied when registering as a vendor with the State of Missouri.
- The operator is not in good standing with the State of Missouri (i.e., has unpaid taxes or fines; has unmet contract deliverables; etc.)
- The licensed residential, skilled nursing, long-term care and assisted living facility closed before the reimbursement period (on or prior to July 1, 2022).

My licensed residential care facility or assisted living facility closed; do I still qualify for reimbursement?

If the residential, skilled nursing, long-term care, or assisted living facility closed before the reimbursement period (on or prior to June 30, 2022), the facility does not qualify for reimbursement.

If the residential, skilled nursing, long-term care, or assisted living facility closed on or after July 1, 2022, any qualifying expenses incurred between July 1, 2022 and the closure date may be submitted for reimbursement. The entity (i.e., LLC, corporation, etc.) that incurred the expenses must still be a valid entity registered and in good standing with the Missouri Secretary of State in order to receive payment.

Additionally, if the residential, skilled nursing, long-term care, or assisted living facility closed during the reimbursement period, any expenses incurred after date of closure will not be reimbursed. (i.e., *If ABC Facility closed October 1, 2022, qualifying expenses incurred only from July 1, 2022 to September 30, 2022 could qualify for reimbursement*).

Is there a checklist available to aid operators in making sure all steps of the application process are complete?

Yes, the application checklist can be found at the end of the FAQ document.

Who do I contact if I have questions about eligible expenses or need assistance in completing the application?

Email the DHSS Strike Team at LTCStrikeTeam@health.mo.gov.

Missouri Nursing Facility Strike Team and Infrastructure Award Application Checklist

Owners and operators of Skilled Nursing Facilities and Long Term Care and Other Nursing Facilities licensed with the Missouri Department of Health and Senior Services (DHSS) on July 1, 2022 or later are eligible to apply for reimbursement through Missouri's Nursing Facility Strike Team and Infrastructure Award. The total maximum reimbursement for each facility is based on licensed bed capacity with DHSS on July 1, 2022.

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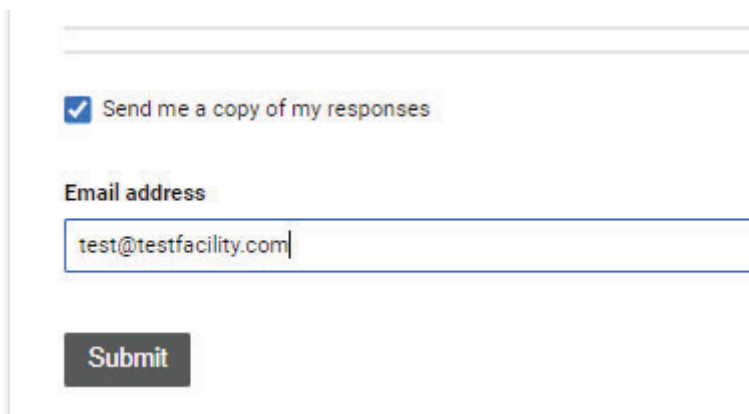
Operators with multiple facilities should submit one application for the total reimbursement maximum for all facilities combined.

BEFORE COMPLETING AN APPLICATION

1. Owner/operators **must** be registered as a vendor with the State of Missouri.
 - a. If not already registered, visit <https://missouribuys.mo.gov/registration>. The address used in registering as a vendor **must** be the same address used on the reimbursement application. *Be sure to register only the operating entity and not all individual facilities owned by the same company.*
2. Review Missouri Nursing Facility Strike Team and Infrastructure Award Frequently Asked Questions, shown above.
3. Determine maximum amount of reimbursement applicant is eligible to receive based on Missouri Nursing Facility Strike Team and Infrastructure Award Eligible Facilities document.
4. Ensure you have all information and required documentation ready for submission before starting application. You cannot save progress and return at a later time to complete.

APPLYING FOR REIMBURSEMENT

1. Complete online application found at <https://app.smartsheet.com/b/form/a979f3239e9947038a9808149466f585>.
2. Upload supporting expense documentation via application prior to submission.
3. Check the box "Send me a copy of my responses." Enter your email address.



The screenshot shows a portion of a web form. At the top, there are two empty horizontal input fields. Below them is a checkbox with a blue checkmark and the text "Send me a copy of my responses". Underneath is the label "Email address" followed by a text input field containing the email address "test@testfacility.com". At the bottom of the form is a dark grey button with the word "Submit" in white text.

4. Save a copy of submitted application from email.
5. Click "Submit" to submit your application.

AFTER SUBMISSION

1. DHSS will review the application and supporting documentation.
 - a. If the application is not complete, DHSS will contact the operator's authorized representative via the email provided on the application.
 - b. Upon application approval, DHSS will issue a Missouri Nursing Facility Strike Team and Infrastructure Award contract

and email it for signature to the operator's authorized representative via the email provided on the application.

2. Operator will review and sign the Missouri Nursing Facility Strike Team and Infrastructure Award Contract and return an electronic copy to Procurement@health.mo.gov or mail to DHSS Division of Administration, Attention: Procurement Services, PO Box 570, Jefferson City, MO 65102-0570. To avoid processing delays, electronic submission is preferred.
3. DHSS will execute the Missouri Nursing Facility Strike Team and Infrastructure Award Contract. DHSS will submit the required documentation for payment to the operator.

For questions, please review our FAQs or contact us via email at LTCStrikeTeam@health.mo.gov.

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