

# Civil Money Penalty (CMP) Reinvestment State Plan Submission Template

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## Introduction

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This plan describes how states will use Civil Money Penalty (CMP) funds for the upcoming calendar year. Questions about this plan shall be directed to the point(s) of contact listed below in section 2.

**Enter State:** Hawaii

### 1. Timeline

Plan Start Date: January 1, 2025

Plan End Date: December 31, 2025

Plan Year (relevant calendar year): 2025

Date of Submission to CMS: 11/15/2024

### 2. State Points of Contact

<i>Primary Point of Contact</i>	<i>Secondary Point of Contact</i>
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## Plan for the Use of CMP Funds

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### 3. Current CMP Balance

The state's projected CMP balance as of January 1 for the calendar year covered by this plan is  
\$ 1,932,000.00

### 4. CMPs Returned to the State

The Current CMP Balance (section 3) includes CMP funds returned to the state in the previous year for the Medicaid portion of the CMP.

Provide the amount (actual or projected) of CMP funds returned to the state during the previous applicable calendar year. The state should enter the date the balance is obtained.

\$ 370,058.32 . Date (format: MM/XX/20YY): 11/12/2024 .

### 5. Emergency Reserve Fund

For the plan year, states should reserve a portion of the Current CMP Balance (section 3) for emergency situations, such as natural disasters and/or the relocation of residents pursuant to an involuntary termination from Medicare and Medicaid. This amount must be sufficient to indicate that a state is prepared to respond to emergencies while at the same time not maintaining a significant amount of unused CMP funds.

The amount allocated for the Emergency Reserve Fund for the calendar year covered by this plan is  
\$ 250,000.00 .

Describe how the state will use emergency reserve funds, *such as the relocation of residents due to natural disasters* or pursuant to an involuntary termination from Medicare and Medicaid, and the number of certified beds in the state. **See the CMP Reinvestment State Plan Resource Guide for further guidance.**

Calendar Year (CY) 2025 Emergency Use Funds will be used for emergency situations, such as natural disasters and/or the relocation of residents, pursuant to an involuntary termination from Medicare and Medicaid.

There are approximately 4,328 certified beds in Hawaii. There are also approximately 131 state-licensed-only beds at certified facilities for a grand total of approximately 4,459 beds statewide.

It is anticipated that in the event of a statewide disaster, FEMA funds would be used to assist in relocation. However, on a smaller scale, if an individual facility has a need to relocate all residents, the following services are anticipated to facilitate this process:

- Contracting with Case Managers (nurses or social workers) to identify alternate facilities and care needs of residents
- Specialized Transportation services to relocate residents to new facilities.

### 6. Annual Administrative Use

For the plan year, states can choose to allocate a portion of the Current CMP Balance (section 3) for Administrative Use.

The amount estimated for Administrative Use for the calendar year covered by this plan is  
\$ 50,000.00 . If the state does not intend to use CMP funds for Administrative Use, enter '0' (zero).

**Note:** Please provide an estimate that accounts for all expected administrative costs. Actual funds expended for the calendar year should not exceed the estimate provided. If additional funds are needed

for administrative use, the state must submit the request to the CMPRP Team in an amended plan for review. The amended plan must be approved by CMS prior to expending additional funds for administrative uses. If using CMP funds for Administrative Use, describe below how the funds will be used. Include adequate details and justification for the requested amount, including position description(s) and a breakdown of salary and benefits for each position (e.g., salary and benefits for one full-time staff [1FTE] to oversee the evaluation of approximately 60 CMP applications submitted for review as well as the administration and monitoring of approximately 20 CMP awards). Enter 'N/A' below if the state does not intend to use CMP funds for Administrative Use.

**Note:** Avoid potentially prohibited or problematic costs (e.g., administrative expenses beyond those necessary to administer, monitor, evaluate, or report on the effectiveness of projects utilizing CMP funds).

The SA proposes to implement the CMP program using the administrative funds in the amount of \$50,000. This would be applied towards the contracting of a consultant or payment of overtime for existing administrative staff to manage the procurements, payments, and reporting involved with execution of the projects utilizing CMP funds. The \$50,000 administrative funds are based on \$150 per hour for approximately 340 hours for a contract with a consultant or an emergency hire. The administrative hours will be applied towards an individual with experience in LTC services or contracting, an understanding of the state's procurement requirements, experience in proposing requests for information (RFI), ability to write the request for proposals (RFP), evaluate proposals and make recommendations to the SA on which proposals should be submitted to CMS for approval. The 340 hours includes conducting the RFI and developing the RFP, review of proposals, auditing the completed project(s) if necessary, and processing all necessary reports.

## 7. Obligated Funds

For the plan year, states may have projects they are obligated to fund (for the implementation or continued implementation of any continuing and/or new projects).

The total amount of Obligated Funds for projects approved for the calendar year covered by this plan is \$ 500,000.00 .

Include a list of continuing projects and/or new projects **approved for the calendar year covered by the plan**. List each project title, the amount obligated for each approved project, the start and end dates of each project, and the recipient of funds. For multi-year projects or projects that are one year or less but span multiple years please enter the funds obligated for the calendar year covered by this plan. If more space is needed, an extended sheet is provided in section 13. Please make sure the total amount of Obligated Funds in the extended sheet is reflected in the total above.

<i>Project Title</i>	<i>Amount Approved for the Plan Year</i>	<i>Start and End Dates</i>	<i>Recipient of Funds</i>
CMS Nurse Staffing Campaign - NATCEP website	150,000.00	N/A	N/A

## 8. Available Funds

For the plan year, states may have additional CMP funds available after accounting for funds going towards the Emergency Reserve Fund (section 5), Annual Administrative Use (section 6), and Obligated Funds (section 7).

Rows 1 through 4 will auto-populate with the amounts reported in the previous sections. Row 5 will auto-calculate the amount of available funds. (If needed, please manually enter the amounts or verify that the amounts are accurately reported from the previous sections. To calculate, please take the total amount provided in section 3 and subtract the total amounts in sections 5, 6, and 7.)

See the CMP Reinvestment State Plan Resource Guide for further guidance.

1.	Current CMP Balance (from section 3)	1,932,000.00
2.	Emergency Reserve Fund (from section 5)	250,000.00
3.	Annual Administrative Use (from section 6)	50,000.00
4.	Obligated Funds (from section 7)	500,000.00
5.	Available Funds (automatically calculated)	1,132,000.00

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## Plan for Public Posting, Solicitation and Review Methods, Monitoring and Tracking Methods

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### 9. Posting of Funded CMP Projects

On an annual basis, states must post the following information to a publicly available location about each funded CMP Project:

1. Project title;
2. Duration of the project (project start and end dates);
3. Dollar amount awarded for each approved project;
4. Project summary that includes the purpose of the project, the project's quantifiable goals and/or objectives;
5. Awardee name (entity approved to receive funding);
6. Results of projects (i.e., a description of the project's outcomes including the project's goals and/or objectives that were achieved or not achieved); and
7. Any other key information, such as whether improvements have been institutionalized as a result of the project.

CMS will obtain this information from states annually through the CMP Project Tracking Sheets and will post the project information to the CMS CMP Reinvestment website.

Describe below the publicly available location (e.g., state website, CMS CMP Reinvestment website, state newsletter) where information about CMP projects can be found. Please provide the full state/public website address if applicable.

At least annually, the SA will post information about CMP-funded projects in addition to posting information regarding the CMS National Nurse Staffing Campaign on our website.

The information posted about each CMP-funded project will include the following: project title, duration of the project, dollar amount awarded, a project summary which includes its purpose, goals, and objectives, the awardee name, outcomes, goals, and objectives as well as any additional key information.

The Department of Health's Office of Healthcare Assurance website can be found at:

<https://health.hawaii.gov/ohca/office-of-health-care-assurance-civil-monetary-penalty-cmp-program/>

## 10. Solicitation Methods

Describe where (e.g., websites, notices to the Ombudsman's office, presentations to the nursing home provider community) and how often (e.g., monthly, quarterly, annually) the state will solicit for CMP projects that benefit nursing home residents and that protect or improve their quality of care or quality of life. States must solicit for CMP projects at least annually.

Include relevant details to describe the solicitation methods: who is responsible, when, where, and the target audience. If applicable, provide information on the types of projects intended to be solicited (e.g., dementia care, music and memory) and any standard language or requirements that will be included in each solicitation notice.

The SA will solicit proposals for CMP-funded projects for the Nurse Staffing Campaign at least 1-2 times a year.

These solicitations will include announcements on the SA's website, notices to the Ombudsman's office, and presentations to the Healthcare Association of Hawaii (HAH).

The HAH is Hawaii's primary nursing facility professional organization. In discussions with HAH, they have requested that CMS funding be directed fully towards the CMS Nurse Staffing Campaign rather than other CMP-funded projects as their most critical need is for CNAs. The second critical need would be for nurses.

The SA plans to use CMP funds to bolster CNA recruitment by improving the SA's NATCEP website to make it more user friendly per the recommendation of the CMS Nursing Home Staffing Campaign. Additionally, offering financial incentives and tuition reimbursement to recruit nurses, and increasing marketing/awareness campaigns to help recruit nursing staff (nurses and CNAs) to work in long term care settings will also be implemented, as appropriate.

These projects will benefit nursing home residents by improving their quality of care or quality of life, and allow for increased capacity of Registered Nurses and Certified Nurse Aides to fulfill the needs of these facilities.

The target audience for these projects will be long-term care facilities in Hawaii.

The SA will follow all procurement rules and policies to implement and support these projects. Each project will be subjected to strict guidelines to ensure funds are properly allotted and reimbursements will have proper purchase orders, contracts, etc. to be reviewed, complied, and approved to meet year-end deadlines.

## 11. Review Methods

Describe methods and criteria the state will use to objectively and consistently review and evaluate incoming applications to determine if the proposal meets the criteria for acceptable uses of CMP funds.

Include relevant details that describe the application review methods, such as personnel reviewing applications, criteria to be used to evaluate applications, expected timeframe for review, and process for submitting applications to CMS.

The SA management team will evaluate the CMP project proposals for completeness, scope of services, quantifiable objectives, relevancy, number of expected residents to benefit, proposer's experiences from other jurisdictions or health care facilities, cost-benefit analysis, and quantifiable milestones toward completion of the project.

This evaluation will determine if a project meets the criteria for CMP funding. The SA will submit the projects to CMS with recommendations for approval.

The SA will review and approve/deny CMP project proposals within 30 business days.

## 12. Monitoring and Tracking Methods

Describe how the state will monitor and track projects that use CMP funds, as well as how the state will monitor and track CMP funds that have been allocated and expended for Administrative Use (section 6). Provide information about how the state will verify that the monies paid out for the CMP project were spent on the items identified by the CMP fund recipient (e.g., site visits, invoices, timecards, receipts for supplies, and travel).

Describe how the state will track project results (e.g., periodic or standard reporting deadlines, deliverables, final report, tracking of metrics). Describe how the state will track monies expended for Administrative Use purposes.

The SA will track project results by requiring regular reports which will include detailed project progress and a summary of how the funds were actually spent vs planned spending. Invoices will be required for project payment purposes and supported by appropriate documentation (such as receipts, timecards, etc.) for allowable expenses.

CMP projects will be performed under contracts between the SA and contractors. The contractors will be compensated on a reimbursement basis up to the approved budgeted amount. The contractors will submit invoices and supporting documents to the SA for approval and payment. The payments are made and tracked through purchase orders (PO) in the state's accounting system.



### 13. Extended Sheet for Obligated Funds

If applicable, use this space for additional project information from section 7. Please make sure the total amount of Obligated Funds in section 7 reflects the projects included in this extended sheet.

[illegible]

#### **14. CMP Project Tracking Sheet**

By February 1<sup>st</sup> of each year, states must complete and submit the CMP Project Tracking Sheet (Excel spreadsheet) to the Centers for Medicare & Medicaid Services (CMS) Branch and the CMPRP mailbox at [CMP-info@cms.hhs.gov](mailto:CMP-info@cms.hhs.gov). The CMP Project Tracking Sheet should contain information on projects that were implemented during the previous year. **See the CMP Reinvestment State Plan Resource Guide for further guidance.**