



# Civil Money Penalty Reinvestment Program

## STATE PLAN



The Civil Money Penalty Reinvestment Program (CMPPR) State Plan Form is designed to standardize how states submit their annual prospective plans for utilizing Civil Money Penalty (CMP) funds collected from long-term care facilities. This standardization ensures consistency, compliance, and effective oversight across all participating states.

**Annual Submission Deadline:** States must submit their State Plans by **October 31st**.

**Required Reference Material:** States must reference the *State Plan & Project Tracking Handbook* throughout the completion of all sections. This handbook ensures that all sections are accurately completed and remain in compliance with program standards. The handbook is accessible on the [CMS CMPPR website](#).

**Technical Assistance and Questions:** Contact the CMS CMPPR Team at [CMPPR-info@cms.hhs.gov](mailto:CMPPR-info@cms.hhs.gov).

For State Plan-specific questions, refer to the contact information in Section I.

### INTRODUCTION

#### STATE NAME

#### SECTION 1 – State Plan Timeline

Start Date of the State Plan	End Date of the State Plan
Operational Calendar Year of the State Plan	Date of Submission to CMS CMPPR Team

#### SECTION 2 – State Points of Contact

Primary Point of Contact			Secondary Point of Contact		
Name			Name		
Title			Title		
Office			Office		
Office Address	State	Zip Code	Office Address	State	Zip Code
Phone Number			Phone Number		
Email Address			Email Address		

# PLAN FOR THE USE OF CMP FUNDS

*Note: For the fillable fields that require a dollar amount, the dollar sign (\$) will automatically appear once the numerical value is entered.*

## SECTION 3 – Current CMP Balance

The Current CMP Balance includes funds returned to the state in the previous year for the Medicaid portion.

The state's **actual** CMP balance as of the date of submission for the calendar year covered by this plan is \_\_\_\_\_.

## SECTION 4 – CMPs Returned to the State (Previous Year CMP Funds)

States must report the total **actual** amount of funds returned to the state during the previous applicable calendar year as of the date of submission.

Amount \_\_\_\_\_

## SECTION 5 – Emergency Reserve Fund

For the plan year, states must reserve a portion of their **Current CMP Balance** for emergency situations, including receiverships, natural disasters, and resident relocations resulting from involuntary terminations from Medicare and Medicaid programs. This ensures states maintain appropriate emergency response capacity while demonstrating responsible stewardship of CMP funds and readiness to protect nursing home residents during critical situations.

The amount allocated for the Emergency Reserve Fund for the calendar year covered by this plan is \_\_\_\_\_.

Describe how the state plans to utilize Emergency Reserve Funds:

Historical use of CMP Emergency Reserve Funds:

Number of statewide certified beds:

## SECTION 6 – Annual Administrative Use

States may voluntarily allocate Current CMP Balance funds for administrative purposes related to managing the Civil Money Penalty Reinvestment Program.

The amount estimated for Administrative Use for the calendar year covered by this plan is \_\_\_\_\_.

**States not using administrative funds should enter '\$0'; also, in the description field, enter 'N/A'.**

Describe how the State plans to utilize the requested amount of Annual Administrative Funds for oversight and administration of the State CMPPR:

Position description:

Breakdown of salary and benefits for each position:

**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).

## SECTION 7 – Obligated Funds

States must identify and report all projects they are obligated to fund during the plan year, including implementation or continued implementation of continuing and/or new projects. This section ensures comprehensive tracking of committed CMP fund allocations. **The total amount of Obligated Funds will auto-calculate from entries in the *Amount Approved for the Plan Year* column in the table below.**

The total amount of Obligated Funds for projects approved for the calendar year covered by this plan is \_\_\_\_\_.

Include a list of continuing projects and/or new projects **approved for the calendar year covered by the plan**. List each CMS project unique identifier (UID), 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. Please note, for CMS Nursing Home Staffing Campaign programs, only complete the Project Title and Amount Approved for the Plan Year.

## SECTION 7 – Obligated Funds (continued)

## SECTION 8 – Available Funds

For the plan year, the state's net available funds (as of January 1 of the calendar year covered by this plan) are calculated by subtracting the Emergency Reserve Fund (Section 5), Annual Administrative Use (Section 6), and Obligated Funds (Section 7) from the current CMP balance.

**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. Do not modify/alter formulas in the form. (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.)

Refer to the *State Plan and Project Tracking Handbook* for further guidance.

Row	Description	Amount
1.	Current CMP Balance (from section 3)	
2.	Emergency Reserve Fund (from section 5)	
3.	Annual Administrative Use (from section 6)	
4.	Obligated Funds (from section 7)	
5.	Available Funds (automatically calculated)	

## PLAN FOR PUBLIC POSTING, SOLICITATION AND REVIEW METHODS, MONITORING, AND TRACKING

## SECTION 9 – Public Posting of Funded CMP Projects

On an annual basis, states must post information about each funded CMP Project in a publicly available location. If the State chooses to post the required CMP-funded projects on their own website, then a link to the website must be provided. CMS will obtain this information from states annually through the *Project Tracking Spreadsheet* and will post the project information to the [CMS CMPRP website](#).

State website link (if applicable)	Frequency of Updates
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## SECTION 10 – Solicitation Methods

These methods are essential to meet federal CMPRP requirements while effectively soliciting projects that aim to improve the quality and safety of care for nursing home residents, in compliance with 42 CFR §488.433(e) and related CMS guidance.

**Solicitation Responsibility** (designated state agency staff or department):

**Frequency** (e.g., monthly, quarterly, annually by March 1st), States must solicit projects at least annually:

**Location/Platform** (e.g., websites, notices to the Ombudsman's office, presentations to the nursing home provider community, conference venues, etc.):

**Target Audience(s)** (specific stakeholders):

**Types of Projects Intended to be Solicited** (e.g., dementia care, music and memory):

**Solicitation Notice** (including standard language or requirements):

**Other Information:**

## **SECTION 11 – Review Methods**

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

**Application Reviewer(s):**

**Criteria Used to Evaluate Applications:**

**Frequency Applications are Reviewed:**

**Expected Timeframe to Review and Either Approve or Deny Applications:**

**Process for Submitting Applications to the CMS CMPPR Team:**

## **SECTION 12 – Monitoring and Tracking Methods**

The state carefully monitors how CMP funds are used to ensure they support approved projects and administrative activities. This includes tracking both project-related expenses and administrative costs (as described in Section 6 of the State Plan). To ensure funds are spent appropriately, the state may conduct site visits and review documentation, including invoices, timecards, and receipts for supplies and travel. These steps help confirm that the money is used exactly as intended by the organizations or individuals receiving the funds.

### **Administrative Use Monitoring/Tracking:**

### **Project Monitoring/Verification:**

### **Reporting Timeline (e.g., periodic or standard deadlines):**

### **Final Report (including metrics):**