

Milestone 2: Introduction to the Capacity Building Application

Reentry Demonstration Initiative

Contents

- For reference3
 - Acronyms.....3
 - Glossary of terms3
- Introduction5
- Milestone 2: Capacity Building Application5
 - Attestations.....5
 - Budget6
 - Use the CBA budget template6
- How to complete Milestone 2.....7
 - Recommended: Workgroups8
 - Support from HCA.....8
 - Approval criteria8
- Spring 2025: Readiness Review preview8

For reference

Below are commonly used acronyms and terms used in this application.

Acronyms

Acronym	Term
ACH/ACHs	Accountable Community of Health/Accountable Communities of Health
AUD	Alcohol use disorder
CBA	Capacity Building Application
CBO/CBOs	Community-based organization(s)
CF	Carceral facility
EHR	Electronic health record
FDA	U.S. Federal Drug Administration
HCA	Washington State Health Care Authority
HCMACS	Health Care Management and Coordination System
JI	Justice-involved
MAUD	Medications for alcohol use disorder
MCO/MCOs	Managed care organization(s)
MOUD	Medications for opioid use disorder
PA/UM	Prior authorization and utilization management
SUD	Substance use disorder

Glossary of terms

Term	Definition
ACHs	Regional, independent organizations that work with their communities on specific health care and social needs-related projects and activities. Washington has nine regional ACHs that serve the state. Learn more.
Apple Health	Washington State's Medicaid program.
Apple Health Navigator	A person or entity that provides culturally and linguistically appropriate education and assistance and facilitates enrollment in federal and state health care programs.
MCOs	Contracted insurance companies that provide health care coverage (through managed care plans) to Apple Health enrollees.
Pre-release services	Health care services provided under the Reentry Initiative, before an individual leaves custody.

Post-release services The required health care services must be offered to an individual at the time of their release. This includes 30 days of medications, medical equipment, and a warm hand-off for continuity of care.

CBA This document is the application and completes Milestone 2—the second documentation step that CFs must complete to participate in the Reentry Initiative. CFs are eligible to receive up to 40 percent of capacity building funding once HCA approves their CBA.

TA Any assistance that a facility needs to meet the requirements of the Reentry Initiative.

HCMACS The state-funded EHR program administered by HCA that CFs can use. CFs are required to use an EHR platform that has a Medicaid billing solution.

Readiness Review The Readiness Review is Reentry Demonstration Initiative Milestone 3.

Reentry Services Reentry services include a targeted set of seven pre- and post-release services:

1. **Case management**
2. **Medications for alcohol and OUD**
3. **30-day supply of medications at release**
4. Medications during the pre-release period and medical supplies at release
5. Lab and radiology
6. Services by community health workers with lived experience
7. Physical and behavioral clinical consultations

The first three services (bolded) are mandatory for participation; the other four are optional.

Warm hand-off A person-to-person conversation occurring either in person or through using telehealth.

Introduction

Starting in July 2025, participating CFs in Washington State will begin implementing the Reentry Demonstration Initiative, a new Apple Health initiative. The Reentry Initiative ensures access to essential health care services for individuals leaving incarceration and reentering their community. The types of CFs participating in the initiative include state prisons, city and county jails, Tribal jails, juvenile rehabilitation, and juvenile detention facilities. The initiative will also provide reimbursement to providers for these services.

Under the Reentry Initiative, incarcerated individuals who are Apple Health-eligible will receive a set of services up to 90 days before their release. The initiative will help Washington address the unique health care needs of justice-involved individuals; improve health outcomes; support individuals in health stabilization and recovery during their transition to the community; deliver care more efficiently; and advance health equity across the state.

HCA is the lead agency in this work and collaborating with other state agencies, CFs, ACHs, MCOs, health care providers, CBOs, Tribes, and other partners to support this coordinated community reentry process.

Milestone 2: Capacity Building Application

This CBA is the second milestone that CFs must meet to participate in the Reentry Initiative and includes a/an:

1. [Attestations form](#) for CFs to complete.
2. [CBA budget template](#), where CFs request capacity building funds and more.

For Cohort 1, the CBA is due back to HCA by Tuesday, October 1, 2024.

Attestations

Each CF will attest to their facility's capacity and ability to meet each of the initiative's requirements. HCA will use attestation responses to better understand:

- Each CF's baseline capacity to meet the requirements of the Reentry Initiative.
- The technical support each facility will need to go live. Technical support will be provided free of charge to facilities.

Initiative requirements fall into seven broad categories:

1. **No-cost to individuals:** All health care services and communication related to reentry services (e.g., phone calls to recovery officers or health care providers) must be provided at **no cost** to individuals enrolled in Apple Health.
2. **Staffing and governance structure:** CFs must have the staffing and governance structures required to implement reentry services.
3. **Apple Health screening, application support, suspension, and release date notification:** CFs must screen all incarcerated individuals to determine who is eligible for Apple Health. If a person is eligible, the CF should also help that person apply for Apple Health coverage. CFs must share the incarceration status of individuals in their facility to HCA using an approved reporting tool and in a timely manner.
4. **Provider enrollment and billing:** For CFs to be able to bill for reentry services, providers and pharmacies must be Apple Health-enrolled providers.
 - a. HCA will support providers who are billing Apple Health for health care services via a claims clearinghouse. CFs must identify whether their providers would like to bill Apple Health using this claims clearinghouse or submit claims directly to HCA and MCOs.
 - i. Facilities should complete the **optional provider list** ([in the CBA budget template, under the "Optional Provider List" tab](#)) to provide information on health care providers who serve their facility and wish to use the claims clearinghouse. HCA will use this information to begin provider enrollment.

5. **Case management:** Individuals are screened for physical health, behavioral health, and health-related social needs. They are then referred for additional health care and/or social support services inside and outside the CF during incarceration and after release, as needed.
6. **Support for medications:** CFs must demonstrate their ability to screen individuals in their custody for SUD and begin the appropriate course of medication treatment within 90 days pre-release. This includes at least one opioid agonist—preferably buprenorphine—and at least two FDA-approved medications for AUD. CFs must also demonstrate their ability to provide 30 days of any medication upon release. This requirement will address SUD and all other health needs, including the CF showing their medication administration and storage capabilities, as appropriate.
7. **Additional services:** This section is not mandatory for CFs to complete. CFs may choose to provide and bill for additional reentry services for eligible Apple Health individuals, including defined services in these categories: Pharmacy (prescriptions, over-the-counter drugs, and medical supplies according to the Apple Health Preferred Drug List); physical and behavioral health visits; lab and radiology services during the pre-release period; medical equipment upon release; medications during the pre-release period; and access to community health workers 90 days pre-release.

Attestations are not available in this document.

Fill out and sign this Attestations form (in PDF format).

Budget

Each facility must complete a budget to receive capacity building funds. Budgets should reflect planned expenditures within eligible expense categories.

Use the CBA budget template

The CBA budget template—an [Excel workbook](#)—contains various tabs for CFs to complete their planning and implementation budget, review free technical assistance options, indicate IT infrastructure need, and more.

- Fill out and complete the capacity building funds budget [under the “Planning & Implementation” tab](#).
- View the list of free technical assistance options [under the “Free Technical Assistance” tab](#).

HCA will review and approve budgets as part of the CBA review. For this review, HCA may recommend that certain expenditures requested by facilities instead be provided free of charge by HCA. In these instances, CFs will have an opportunity to revise their budgets.

Available funding is based on facility size, as described in the table below. For Milestone 2: Introduction to the Capacity Building Application, CFs may receive up to 40 percent of the total reentry process and planning funding.

Because of the uncertainty about HCMACS, implementation timelines, and costs, HCA is suspending the request for an IT infrastructure budget as part of Milestone 2. We will ask CFs to complete an IT infrastructure budget as part of Milestone 3: Readiness Review. However, CFs that identify an IT infrastructure need can include this need in their optional IT Infrastructure budget.

- In the CBA budget template, include this IT infrastructure need [under the “Option IT Infrastructure” tab](#).

HCA may approve IT infrastructure funding and release funds for specific activities. HCA recommends that CFs without an existing EHR reserve at least 50 percent of their IT infrastructure budget until HCMACS-associated implementation timelines and costs are known.

How to complete Milestone 2

For Cohort 1, the CBA is due back to HCA by Tuesday, October 1, 2024.

Make sure to submit the following documents to HCAReentryDemonstrationProject@hca.wa.gov to complete the Milestone 2: CBA requirement:

- **Completed Attestations form**
- **Completed budget** (see the [Planning & Implementation tab](#) of the CBA budget template)
- **Optional: List of the providers who will use HCA’s free claims clearinghouse** (see the [Optional Provider List tab](#) of the CBA budget template.)
- **Optional: IT infrastructure budget that identifies IT infrastructure needs** (see the [Option IT Infrastructure tab](#) of the CBA budget template)

Table 1: Milestone & available funding

Milestones	Capacity building funding	IT funding
1) Intent to Participate form submission	10% of total capacity building funding upon submission: <ul style="list-style-type: none"> • Tier 1 (1-49): \$100,000 • Tier 2 (50-249): \$125,000 • Tier 3 (250-1,000): \$150,000 • Tier 4 (more than 1,000): \$175,000 	N/A
2) Capacity Building Application submission and approval¹	Up to 40% of total capacity building funding upon approval: <ul style="list-style-type: none"> • Tier 1 (1-49): Up to \$400,000 • Tier 2 (50-249): Up to \$500,000 • Tier 3 (250-1,000): Up to \$600,000 • Tier 4 (more than 1,000): Up to \$700,000 	As requested, upon approval of the Application
3) Readiness Assessment submission and approval	Up to 40% of total capacity building funding upon approval: <ul style="list-style-type: none"> • Tier 1 (1-49): Up to \$400,000 • Tier 2 (50-249): Up to \$500,000 • Tier 3 (250-1,000): Up to \$600,000 • Tier 4 (more than 1,000): Up to \$700,000 	Up to \$1,000,000 upon approval of the Assessment
4) Interim Progress Report submission	Up to 5% of total capacity building funding upon submission: <ul style="list-style-type: none"> • Tier 1 (1-49): Up to \$50,000 • Tier 2 (50-249): Up to \$62,500 • Tier 3 (250-1,000): Up to \$75,000 • Tier 4 (more than 1,000): Up to \$87,500 	N/A

¹ The CBA includes an Implementation Plan and detailed budget.

Milestones	Capacity building funding	IT funding
5) Final Progress Report submission	<p>Up to 5% of total capacity building funding upon submission:</p> <ul style="list-style-type: none"> • Tier 1 (1-49): Up to \$50,000 • Tier 2 (50-249): Up to \$62,500 • Tier 3 (250-1,000): Up to \$75,000 • Tier 4 (more than 1,000): Up to \$87,500 	N/A

Recommended: Workgroups

To complete this CBA, HCA recommends continuing to work with or forming a workgroup with colleagues, partners, and community members with lived experience or subject matter expertise. CFs can assign sections of the CBA to appropriate workgroup members for their completion and/or review. Upon request, HCA is happy to provide connections. Workgroups could include, but are not limited to:

- ACHs
- Apple Health enrollment navigators
- Care coordinators/case managers
- Clinical providers, including pharmacy, physical health, mental health, and SUD providers (or any relevant health care providers, pharmacy, or other groups contracted with the CF)
- Correctional officers
- Electronic medical records vendors
- Facility leadership/ decision-makers
- Finance staff
- Individuals with lived experiences
- MCOs
- Tribes
- Veterans Affairs

Support from HCA

In early September 2024, HCA will bring together CFs to review Reentry Initiative requirements and answer any questions about the CBA. HCA encourages CFs to review this CBA and share questions with HCA and their region's ACH or other partners before these meetings. A list of ACHs and their contact information is [available on HCA's site](#).

Approval criteria

HCA will approve CBAs after reviewing each CF's application and budget. CFs must complete all attestations and submit a budget that includes allowable expenditures and identifies spending that will help the CF achieve the initiative's requirements.

For questions, CFs should contact HCAReentryDemonstrationProject@hca.wa.gov.

Spring 2025: Readiness Review preview

In Spring 2025, HCA will ask Cohort 1 CFs to complete Spring 2025: Readiness Review to determine whether each facility has the processes, policies, and infrastructure in place to support the Reentry Initiative's programmatic requirements. The Readiness Review will include the same set of attestations included in the CBA.

During this time, CFs must confirm that they will meet each requirement by the go-live date. The Readiness Review will also include a set of narrative questions, which will ask facilities to describe the processes they will follow to meet each requirement. HCA's acceptance of the Readiness Review will allow a facility to go-live and begin billing for services.