

September 2023

FAQ CMP Reinvestment State Plan Project Tracking Sheet

1. What is the CMP Reinvestment State Plan Project Tracking Sheet (PTS)?

The PTS is a pre-populated Excel file sent to the State by the CMPRP team that lists all funded CMP projects and contains a financial summary table. The State is required to complete all areas of the project table to include the results/outcome and total amount of CMP funds expended during the prior year and current year. In the financial summary table, States are required to provide CMP funds balance as of January 1st, CMP funds expended for Administrative Uses, CMP funds expended for Emergency Uses, and CMP funds added during the calendar year.

2. When is the PTS due?

The CMP Reinvestment PTS is due every year on or before February 1st.

3. What projects should be included in the PTS?

The State should include only CMP-approved projects that were actively being implemented or concluded during the relevant calendar year, *or projects completed the prior year that have not yet reported the project's final results*. Projects with obligated funds, as indicated by the approved State Plan, should be entered into the Project Tracker as well as any new projects that were implemented during the relevant calendar year.

4. Who should complete the PTS?

The PTS should be completed by the State CMP Lead(s) that develops and submits the annual State Plan and/or those overseeing the CMP reinvestment projects.

5. Does my State need to complete the PTS if my State has no approved CMP-funded projects for the relevant calendar year?

Yes, States are still required to complete and submit the financial summary table. States are required to provide CMP funds balance as of January 1st, CMP funds expended for Administrative Uses, CMP funds expended for Emergency Uses, and CMP funds added during the calendar year.

6. Why is the PTS required?

The CMP Reinvestment PTS is required to enable CMS to provide a list of all projects funded by CMPs and their results annually. *CMP regulation requires that all projects be evaluated and report project results*. The PTS can be used by the State, the community, and organizations to identify projects that could be modeled/replicated in their community to support nursing home residents.

7. Who should the States contact if they are having trouble completing their PTS?

States should contact the CMPRP Team via email CMP-Info@cms.hhs.gov.

8. What is the process that States should follow if a revision to the PTS is necessary?

The CMPRP Team will notify the State if a correction is required. States will have 10 days to correct the first issue notification and seven (7) days to correct the second issue notification, if necessary. When States resubmit the revised

CMP Reinvestment State Plan, they should ensure all questions are answered from the corrective action issue notification. As necessary, States may use the column designated for notes to provide additional details. If there is a discrepancy in a CMP project approved funding amount, States are encouraged to include the CMS location approval notice as an attachment to their email response. If the project funding amount was changed after approval, the State should include documentation from CMS that the revised amount was approved.

9. Is it okay to utilize website links in the PTS?

No, the State may not utilize or include website links as many links over time become outdated or broken.

10. Is it okay to utilize acronyms in the PTS?

Yes, the applicant may utilize acronyms after the first use of the term.

11. What quality assurance steps should be taken by the State prior to submission of the PTS?

States should perform a spell check of all completed cells. States should ensure the PTS aligns with the State's approved relevant CMP Reinvestment State Plan.

12. What if the name of a project has been changed since it was approved?

The State should include the original name provided in the application, and if there has been a change in the name of the project, it should also be included in quotation marks.

13. How are the contents of the pre-populated table determined?

The projects listed in the pre-populated table are those projects which have been approved by CMS. The start and end dates are based on the original application or a previously submitted finalized Project Tracking Sheet.

14. What if a CMP project is an "extension or continuation project" of a previously approved project with a separate/different unique identifier (UID) issued by CMS?

The State should list each project separately on a different row based on their UID.

15. What should be included in the project summary?

The project summary should include a) the specific purpose of the project, b) a description of what the project will achieve (*include the project's quantifiable goal(s) and/or objective(s)*), c) an explanation of how the project will benefit nursing home residents, d) benefit to the nursing homes, e) target audiences beyond nursing home residents, if applicable.

16. What should be included in the results section?

Results/Outcomes of the Project (Column J)

a) For prepopulated projects, this field is unlocked for editing. Please edit as necessary and add a note in Column M indicating that a change has been made. Final project results must be entered for all projects that have been completed. Interim project results must be entered for all ongoing projects.

b) For all projects, including added projects, describe the project's interim or final results and outcomes of the project. Include a brief summary of the specific goals that were met/not met, as well as any other benefits resulting from the project. Reference quantitative measures that reflect the goals of the project. If the project began implementation six months or less at the time of the Project Tracker submission, "Interim results not yet available" may be entered.

c) If the project has concluded and the State is awaiting the final project results, interim results should be entered into the tracker. However, if the State has not been successful in obtaining final project results after multiple attempts, the request for project results should be elevated to the relevant CMS Location CMPRP contact for assistance.

***Example:** Project ABC recruited 50 nursing homes to engage in training for the ABC program to improve resident communication and social connectedness. The project outcomes show a 10% reduction in residents exhibiting signs or symptoms of depression, challenging behaviors, and use of antipsychotic medication as well as a 20% in enjoyment of activities and social interaction.*

17. How should expended funds be captured in the PTS?

Based on the details of each project listed in the project tab, the pre-populated workbook will automatically calculate the sum of the entries in Column L (the amount of CMP funds expended on the project during the relevant calendar year) and will include this amount in Column E of the Financial Summary tab. This is why it is imperative that States utilize the pre-populated template provided.

18. Why is the PTS template locked and the columns unable to be changed?

States should not need to change content in locked fields. However, if the State has identified any incorrect information within the projects tab or has additional comments regarding a project listed in the pre-populated template, the State should add these details into the Notes section (Column M). The template contains fixed formulas and formatting that enables the State to provide appropriate responses in each column.

19. What if the State expended more administrative use funds during the relevant calendar year than was estimated/allocated in the relevant approved State Plan?

If the State expends more funds for administrative uses than was estimated in the relevant approved CMP Reinvestment State Plan, the State must submit the request to the CMPRP Team in an amended CMP Reinvestment State Plan for review. The amended plan must be approved by the CMS Location CMPRP contact prior to the State expending additional CMP funds for administrative uses.