



**STATE OF CONNECTICUT**  
*DEPARTMENT OF SOCIAL SERVICES*  
25 SIGOURNEY STREET • HARTFORD, CONNECTICUT 06106-5033

**Memo**

Date: August 20, 2013

From: Money Follows the Person (MFP)  
To: CT Nursing Facilities

Subject: Web Based Applications for MFP

In an effort to improve our application system, Money Follows the Person is moving to an on-line application process for skilled nursing facilities and other institutional settings. We are making this change to improve the quality of information we receive in an effort to more quickly process applications and connect individuals referred to MFP with an appropriate assessment for care planning.

The new on-line application collects additional information about the individual's needs as well as reason for admission and diagnosis. The secure on-line application is located at <https://ctmfp.com>. In order to complete the application you will need to have all information available at the time of referral. Once you have started an application it must be completed at that sitting; it cannot be saved and finished at a later date or time.

The application will go live on August 20<sup>th</sup>. MFP will continue to accept fax and phone referrals until September 30<sup>th</sup>; however use of the on-line application is strongly encouraged. After September 30<sup>th</sup>, applications submitted by nursing facilities and other CT Institution will only be accepted through the on-line application site, and any phone referrals from facilities will be directed to the on-line application. Faxes will be returned to the sender with instructions for submitting through the on-line application.

Training in use of the on-line application via 60 minute webinars is scheduled as listed below. Please go to: <https://www.eventbrite.com/event/7524912215> to register. A valid e-mail address is required; this will be used to e-mail you instructions for joining the webinars. Information on registering for the webinars is also available on the application web site (<https://ctmfp.com>).

08/21/2013 from 1:00 PM to 2:00 PM	09/11/2013 from 1:00 PM to 2:00 PM
08/23/2013 from 11:00 AM to 12:00 PM	09/16/2013 from 2:30 PM to 3:30 PM
08/28/2013 from 3:00 PM to 4:00 PM	09/18/2013 from 11:30 AM to 12:30 PM
08/30/2013 from 1:00 PM to 2:00 PM	09/20/2013 from 1:30 PM to 2:30 PM
09/05/2013 from 2:00 PM to 3:00 PM	09/24/2013 from 10:30 AM to 11:30 AM
09/10/2013 from 10:00 AM to 11:00 AM	09/26/2013 from 2:30 PM to 3:30 PM

We hope you will find this an easy to use system and will prefer it to a fax or phone referral. It will improve MFP's ability to serve those individuals you refer.

Once the application is complete, you will be able to print a copy for your records; the date of submission will be included on the print-out.

If you have questions about this memo, call Money Follows the Person at 1-888-992-8637.