To: Secretary’s Office
Program and Policy
Administrative Services
Licensure, Certification, and Evaluation

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Dave Halferty

Alice Knatt
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Shannon Jones, SILCK

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Sharon Johnson
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CME 02 Annette Graham/Thomas Winters
CME 03 Greg Hoover/Wilmer Severns
CME 04 Jocelyn Lyons/Tom Ryan
CME 05 John L. Green/Ralph L. Barclay
CME 06 Dave Geist/Phyllis Haltom
CME 07 Elizabeth Maxwell/Eugene Hightberger

CME 08 Julie Govert-Walter/J.M. Frey
CME 09 Karen Wilson/Allison Mueller
CME 10 Jodi Abington/Don Bales
CME 11 Dan Goodman/Hannes Zacharias/Annabeth Surbaugh
CME 5790 Stepping Stones Unlimited, LLC
CME 5999 Legacy Case Services
CME Communityworks, Inc.

Field Services Policy #: FS 2010-07
From: Patsy Samson
Date: 7/28/10

RE: Home and Community Based Services for the Frail Elderly (HCBS/FE)

Policy Issue: Add HCBS/FE customer Back-up Plan requirements and form, clarify CME requirements for transfer of customer case files and KAMIS Person Administration, change “physician” signature requirement to “medical care provider” which includes PA and ARNP, and clarify customer representative’s authority.

Check Appropriate Process:


Policy Implementation Through:

☒ KDOA ☐ KHPA ☐ MMIS Fiscal Agent (HP Enterprise Services)

KDOA Contact Person(s): Krista Engel (785) 296-0385
KHCA/KCAL Contact Person(s): N/A

Related References/Processes:
Related Policy Number(s): 2009-02

K.A.R. Change Required? No
KDOA Policy Manual Change? Yes

If Yes: What Reference #(#)?
Date to initiate revision
Proposed effective date
<table>
<thead>
<tr>
<th><strong>State Plan Change Required?</strong></th>
<th>No</th>
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<tbody>
<tr>
<td><strong>If yes:</strong> What section #(#s)</td>
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<td>Submission Date:</td>
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<tr>
<td>Transmittal Number (TN):</td>
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<td>Supersedes Transmittal Number:</td>
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| **Waiver Amendment Required?** | No |
| **Routing Information:**       |    |
| Internal Route Date:           | 07/12/10 |
| Internal Comments Due Date:    | 07/26/10 |
| Field Route Date:              | 07/12/10 |
| Field Comments Due Date:       | 07/26/10 |
| KHPA Route Date:               | 07/12/10 |
| KHPA Comments Due Date:        | 07/26/10 |
| KHPA Approval Date:            | N/A |
| KDOA Approval Date:            | 07/28/10 |

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<th><strong>Training Required?</strong></th>
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<tbody>
<tr>
<td>KDOA Central Office:</td>
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<tr>
<td>AAA Staff:</td>
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<tr>
<td>Customer Education:</td>
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<tr>
<td>KDOA Field Staff:</td>
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<td>Contracted Case Managers:</td>
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**Rationale for Change:** Changes made to the HCBS/FE Waiver during the renewal process necessitated revisions to Section 3.5 of the Field Services Manual. In addition, clarification was made to certain policies to enhance understanding of requirements.

**Final Policy:** This policy change and implementation date is effective August 1, 2010.

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<tr>
<th>Approved</th>
<th>Disapproved</th>
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/s/
Secretary of Aging

07/28/10
Date