

P O L I C Y

I S S U A N C E

KANSAS DEPARTMENT ON AGING

FINAL

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

Legal, Administration on Aging, KHPA, Provider Associations

Stakeholders

CME 01 Ruth Jones/Joseph Reardon/Loris Jones, 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 Highberger, 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:

Standard Policy Process, KDOA/KHPA Policy Process, Expedited Policy Process

Policy Implementation Through:

KDOA, KHPA, MMIS Fiscal Agent (HP Enterprise Services)

KDOA Contact Person(s): Krista Engel (785) 296-0385

KHPA Contact Person(s): N/A

Related References/Processes:

Related Policy Number(s): 2009-02, Superseded Policy Number Section 3.5 and Appendices A, B, D, E, and F

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

If yes: What Reference #(s), Date to initiate revision, Proposed effective date

State Plan Change Required? No

If yes: What section #(s)

Submission Date:

Transmittal Number (TN):

Supersedes Transmittal Number:

Waiver Amendment Required? No

Routing Information:

Internal Route Date: 07/12/10

Field Route Date: 07/12/10

KHPA Route Date: 07/12/10

KHPA Approval Date: N/A

Internal Comments Due Date: 07/26/10

Field Comments Due Date: 07/26/10

KHPA Comments Due Date: 07/26/10

KDOA Approval Date: 07/28/10

Training Required?

KDOA Central Office: No

AAA Staff: No

Customer Education: No

KDOA Field Staff: No

Contracted Case Managers: No

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.

Approved

Disapproved

 /s/
Secretary of Aging

07/28/10
Date