

# HCBS Waiver Paperwork Enrollment Information Phase 1

Steps Involved	Description
Explain HCBS Waiver Programs to Family	<ul style="list-style-type: none"> <li>• Explain program options</li> <li>• Describe enrollment procedure</li> <li>• Discuss termination criteria</li> </ul>
Initial Eligibility (3160)	<ul style="list-style-type: none"> <li>• CMHC Completes <ul style="list-style-type: none"> <li>✓ Consumer information</li> <li>✓ Targeted Case Management information</li> </ul> </li> <li>• Identifies which Waiver program</li> <li>• Form goes to local DCF office</li> </ul>
Initiate Medicaid Application	<ul style="list-style-type: none"> <li>• Process starts at local DCF office</li> <li>• Based on child's income – not family's</li> <li>• Financial eligibility is not contingent on Family receiving services</li> <li>• Family receives Medical Card if criteria is met</li> </ul>
Clinical Eligibility Determination	<p>Involves:</p> <ul style="list-style-type: none"> <li>✓ QMHP Clinical Eligibility Form</li> <li>✓ CBCL</li> <li>✓ CAFAS</li> </ul>
Complete Family Assurance Document	<ul style="list-style-type: none"> <li>• Family is aware of their options</li> <li>• Family chooses the Wavier</li> <li>• CMHC fills out and sends to local DCF office</li> </ul>
Notice of Action	<ul style="list-style-type: none"> <li>• Clinical eligibility requirements met</li> <li>• "Ready to go!"</li> <li>• NOA filled out by CMHC and sent to family</li> </ul>

The order of the steps in enrolling a family in the HCBS Waiver Programs may vary slightly from center to center. However, all steps have to be completed.

# HCBS Waiver Paperwork

## Developing the POC

### Phase 2

Steps Involved	Description
Wraparound Meeting Preparations	<ul style="list-style-type: none"><li>• Have family indicate who they want to attend Wraparound Meeting</li><li>• Contact team members</li><li>• Schedule meeting</li><li>• Gather information from team and family</li></ul>
Hold Wraparound Meeting	<ul style="list-style-type: none"><li>• Team Orientation<ul style="list-style-type: none"><li>✓ Welcome</li><li>✓ Meeting Agenda</li><li>✓ Ground Rules</li></ul></li><li>• Identify:<ul style="list-style-type: none"><li>✓ Strengths</li><li>✓ Needs</li><li>✓ Goals</li><li>✓ Objectives</li><li>✓ Action Steps</li><li>✓ Measurement Strategies</li></ul></li></ul>
Develop the POC	<ul style="list-style-type: none"><li>• Write up the plan</li><li>• Have team members “sign off”</li><li>• Distribute to team</li><li>• Submit to MHAAPS for approval</li><li>• Time to implement the POC</li></ul>

Remember...

The Plan of Care is the roadmap of what the child’s and family’s services will be and the reasons for those services.

# HCBS Waiver Paperwork Post Meeting Duties Phase 3

Steps Involved	Description
Communicate	<ul style="list-style-type: none"> <li>• Ongoing contact with family</li> <li>• Communicate with team members every step of the way</li> </ul>
Review Process	<ul style="list-style-type: none"> <li>• Make Certain... <ul style="list-style-type: none"> <li>✓ The right services are in place</li> <li>✓ Services are medically necessary</li> <li>✓ The documentation supports the process</li> <li>✓ Review and update the POC</li> </ul> </li> </ul>
Track Outcomes	<ul style="list-style-type: none"> <li>• Monthly AIMS Reports <ul style="list-style-type: none"> <li>✓ Automated Information Management System</li> <li>✓ Filed electronically monthly</li> </ul> </li> </ul>
Utilization Review and POC Update	<ul style="list-style-type: none"> <li>• Completed yearly by therapist and maintained in the chart</li> <li>• Supports continued Waiver Services</li> <li>• From 3161 sent to local DCF office</li> </ul>
The Annual Evaluation	<ul style="list-style-type: none"> <li>• Completed by therapist</li> <li>• Completed yearly</li> <li>• Supports continued Waiver services</li> <li>• Sent to the local DCF office</li> </ul>
Plan of Care Update and Utilization Review	<ul style="list-style-type: none"> <li>• Annual Wraparound and update of POC</li> <li>• Complete annual eligibility paperwork</li> <li>• Send review to UR dept and DCF</li> </ul>

The most important thing to remember is to keep the family and the treatment team informed. If the family is not part of the decision making process, they will not feel a sense of ownership. Family participation is vital in Community Based Services.

# HCBS Waiver Paperwork

## Closing Waiver Services

### Phase 4

Steps Involved	Description
Termination Criteria such as...	13 qualifying criteria for termination, such as: <ul style="list-style-type: none"> <li>• Child and family moved out of area</li> <li>• Goals met</li> <li>• Family chooses to stop</li> <li>• Child reaches maximum age</li> </ul>
When Goals are Met...	<ul style="list-style-type: none"> <li>• Have meeting where all participants are able to see the progress the family has made and to ensure that everyone is on the same page and feels good about closing the Waiver.</li> <li>• Closing the Waiver does not mean that the family can't receive services anymore</li> <li>• Inform the family that they will no longer receive the Medical Card</li> </ul>
Notice of Action Form	<ul style="list-style-type: none"> <li>• Stops the Medical Card</li> <li>• Informs the family of their right to appeal</li> <li>• Form filled out by CMHC and mailed to the family</li> </ul>
Additional Element of Closing a Case on the Waiver...	<ul style="list-style-type: none"> <li>• Inform the team</li> <li>• Inform your supervisor</li> <li>• Write a final piece of documentation</li> <li>• Close out case in AIMS</li> <li>• Inform the financial team</li> </ul>

Talking about the criteria surrounding the decisions to terminate the waiver during your initial visit with the family will make this step easier and less scary for the family. Keeping the family informed with the status of the progress their child is making will help them see the reasons supporting the closure procedure.