

## Initial Submissions for New Allocations

Prior authorization and implementation of services is to take place within 60 days from the allocation date. Level of Care is submitted first.

### Level of Care (LOC)

Upload these items in MWMA for level of care determination:

- Physical examination conducted within the last twelve (12) months
- SCL LOC Certification Form

If a complete psychological evaluation that includes an IQ test and current adaptive behavior assessment has been updated since applying for SCL it should be uploaded and referenced in the comments, stating it is available through the “view documents” screen. It does not need to be uploaded more than once.

After Level of Care has been determined to be met, the Plan is submitted.

### Person Centered Service Plan (PCSP)

Upload these items for prior authorization of services

- [PCSP Sign-in Sheet](#)
- [Life Story](#) (less than one year old)
- [MAP-115](#)
- [MAP-116](#)
- [MAP-350](#)

Forms to upload when applicable

- [MAP-531](#) - Case Management Conflict Exemption
- [MAP-532](#) - PDS Request Form for Immediate Family Member, Guardian or Legally Responsible Individual as Paid Service Provider

If the SIS Assessment has already been done and uploaded at the time of initial plan submission, reference it in the comments, stating it is available through the “view documents” screen. It does not need to be uploaded again.

## First LOC Year Person Centered Service Plan

When the initial PSCP is submitted for 120 days, that time is to be utilized to get to know the person more fully and develop the plan for services through the LOC period. The plan for the rest of the LOC year must be submitted in time so that there is no gap in services.

Upload these items for prior authorization of services

- [PCSP Sign-in Sheet](#)
- [Life Story](#) (less than one year old)
- [MAP-115](#)
- [MAP-116](#)
- [MAP-350](#)

## Paperwork Tips for Submitting Level of Care and Person Centered Service Plans

Forms to upload when applicable

- [MAP-531](#) - Case Management Conflict Exemption
- [MAP-532](#) - PDS Request Form for Immediate Family Member, Guardian or Legally Responsible Individual as Paid Service Provider
- Positive Behavior Support Plan
- Supported Employment Form(s) <http://dbhdid.ky.gov/ddid/scl-forms-employment.aspx>

For this PCSP submission the SIS Assessment is to have been done and uploaded. It does not need to be uploaded again. Reference it in comments prior to submitting the PCSP.

The HRST and any pertinent documents that were already uploaded can also be referenced.

## Annual Recertification of Level of Care

The documents for recertification can be submitted as early as 30 days prior to the expiration of the current LOC certification. If the documentation is submitted after the LOC has expired, the person will not be in payment status resulting in nonpayment and loss of SCL services.

Upload these items in MWMA for level of care redetermination:

- Physical examination conducted within the last twelve (12) months
- SCL LOC Certification Form

If a complete psychological evaluation that includes an IQ test and current adaptive behavior assessment has been updated since applying for SCL it should be uploaded and referenced in the comments, stating it is available through the “view documents” screen. It does not need to be uploaded more than once.

After Level of Care has been determined to be met, the Plan is submitted.

## Full Year Person Centered Service Plan

Upload these items for prior authorization of services

- [PCSP Sign-in Sheet](#)
- [Life Story](#) (less than one year old)
- [MAP-115](#)
- [MAP-116](#)
- [MAP-350](#)

Forms to upload when applicable

- [MAP-531](#) - Case Management Conflict Exemption
- [MAP-532](#) - PDS Request Form for Immediate Family Member, Guardian or Legally Responsible Individual as Paid Service Provider
- Positive Behavior Support Plan
- Supported Employment Form(s) <http://dbhdid.ky.gov/ddid/scl-forms-employment.aspx>

Reference the SIS in comments prior to submitting the PCSP.

The HRST and any pertinent documents that were already uploaded can also be referenced.

## Modification to the Person Centered Service Plan

Modifications to the plan must be done as soon as feasible, but **no more than** fourteen (14) days after the date of the change. Plans will not be backdated more than (14) days.

## Supported Employment Services

Funding through the Office of Vocational Rehabilitation (OVR) must be exhausted prior to requesting SCL supported employment (SE) services. The Long-Term Employment Support Plan is created at the end of the Job Acquisition and Training Phase of Supported Employment, immediately before OVR pays the outcome fee to the provider. It is literally the last thing that is done before long term supports begin. For this reason, it is proof that OVR funding has been exhausted when presented in conjunction with a request for Long-Term Employment Supports.

If Person Centered Job Selection, Job Development and Analysis, or Job Acquisition with Training is to be requested after a participant has received long term supports, the person-centered team should contact Jeff White at [Jeff.White@ky.gov](mailto:Jeff.White@ky.gov) who will work with OVR staff to determine the appropriate stream of funding.

## Admittance, Discharge, or Transfer

Use of MWMA eliminates the need for the MAP24C for recording admittance, discharge, or transfer, however, until the PSCP for every SCL participant is submitted through MWMA, **the information for HRST still has to come from the DDID database**. Therefore, **service information must be submitted in this online form for all new and revised service information to appear in HRST** (even if it was done within MWMA).

Please use this link: [HRST Listing Correction form](#).

## Extensions

To prevent loss of SCL funding for individuals temporarily not accessing SCL waiver services, request an extension in writing by emailing Lisa Mullikin [lisa.mullikin@ky.gov](mailto:lisa.mullikin@ky.gov) . Extensions may be approved for up to sixty (60) days with good cause. Approvals will be uploaded into MWMA.

## Forms

Link to MAP forms: <http://chfs.ky.gov/dms/forms.htm>

Link to OVR forms: <http://ovr.ky.gov/forms/>

Other SCL forms: <http://dbhdid.ky.gov/ddid/scl-forms.aspx>