

Initial Paperwork for New Allocations

The case manager submits via MWMA to Carewise Health for the initial LOC and 120 day plan of care prior authorization. Prior authorization and implementation of services is to take place within 60 days from the allocation date.

Level of Care (LOC)

Submit these items for level of care determination:

- Physical examination conducted within the last twelve (12) months;
- A complete psychological evaluation that includes an IQ test and current adaptive behavior assessment (**if it has been updated since applying for SCL funding**)
- Life Story less than one year old

Plan of Care (POC)

Submit these items for prior authorization of services

- POC sign in sheet
- MAP 350
- Map 531
- Map 532

First Year Plan of Care

During the initial 120 day plan authorization, the formal plan to continue services through the LOC period must be developed and submitted via MWMA to Carewise Health for further prior authorization.

- POC sign in sheet
- MAP 350
- Map 531
- Other Maps, plans, and supportive documentation as applicable-, Map532, PBSP, Supported Employment Plans. Etc.

Modification to Plan of Care

Modifications to the plan must be submitted via MWMA to Carewise Health 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. The new information to the plan is to be on new lines or additional pages as needed. DO NOT mark through old information.

- POC sign in sheet

Recertification of Level of Care

The documents for recertification must be submitted via MWMA to Carewise Health no earlier than 30 days prior to the expiration of the current LOC certification. If the documentation is sent after the LOC has expired,

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the person will not be in payment status resulting in nonpayment and loss of SCL services. LOC confirmation notices are mailed out the following day by Carewise.

Submit these items for level of care redetermination:

- Physical examination conducted within the last twelve (12) months;
- Life Story less than one year old
- LOC recertification form

Plan of Care

- POC sign in sheet
- MAP 350
- Map 531
- Other Maps, plans, and supportive documentation as applicable-, Map532, PBSP, Supported Employment Plans. Etc.

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 who will work with OVR staff to determine the appropriate stream of funding and communicate that information to CareWise Health.

Admittance, Discharge, or Transfer

Use of MWMA eliminates the need for the MAP24C for recording admittance, discharge, or transfer. If information about the person has not yet been entered into MWMA, the MAP24C will still need to be **faxed to all 3** of these: Carewise at 800-807-8843, DDID at 502-564-8917 **and** to your local DCBS office to provide notification of any of the following.

1. Admission or readmission
2. Discharge of any type (temporary, to another provider, to a facility/hospital, or permanent)
3. Change of residential address (including within the same provider)
4. Transfer from one SCL provider to another

Note: If the person's information is in MWMA, use it for these changes, not MAP24C. If the person's information is not in MWMA, fax the MAP24C to DDID in order to notify us of any of these changes. Faxing only to Carewise Health DOES NOT inform DDID.

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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 at DDID. Extensions may be approved for up to sixty (60) days with good cause.

Forms

Link to MAP forms: <http://dbhdid.ky.gov/ddid/scl2.aspx>

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