

## Initial Submissions for New Allocations

Prior authorization and implementation of services is to take place within sixty (60) days from the allocation date. Level of Care is submitted first. Refer to the MWMA User Manual, LOC Assessment Agency Selection, and LOC Assessment Submission documents in TRIS for additional information

### Level of Care (LOC)

- Complete and upload the [SCL Level of Care Form](#)

After Level of Care has been determined to be met, the Plan is submitted. Review the reference guides in TRIS for information on assigning the case management agency and submission of the Plan. Refer to documents under the **Plan** heading in TRIS for more information.

### Person Centered Service Plan (PCSP) for first 120 Days

Upload these items for prior authorization of services

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

Forms to upload when applicable

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

## Person Centered Service Plan for rest of first LOC Year

When the initial PCSP 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. Refer to the MWMA User manual (under the **MWMA Navigation** heading) and documents under the **Plan** heading in TRIS for more information.

Upload these items for prior authorization of services

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

Forms to upload when applicable

- [MAP-531](#) - Conflict Free Case Management 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>

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

For this PCSP submission the SIS Assessment is to have been done. The SIS Assessor uploads the assessment. Reference it in the development of the PCSP, but do not upload it again.

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 thirty (30) days prior to the expiration of the current LOC certification. It is important to submit prior to LOC expiration. If submitted after LOC expiration, the person will not be in payment status resulting in nonpayment and loss of SCL services. Refer to the MWMA User manual (under the **MWMA Navigation** heading) and documents under the **Level of Care** heading in TRIS for more information.

Upload these items in MWMA for level of care redetermination:

- SCL Level of Care Form
- SIS Annual Review in the years the SIS is not done. See SIS-Adult Version™: ARP Training for Case Management in KY for more information.

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-116

Forms to upload when applicable

- MAP-531 - Conflict Free Case Management 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://dbhddid.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. Do not upload them again.

Refer to the MWMA User manual (under the **MWMA Navigation** heading) and documents under the **Plan** heading in TRIS for more information.

## 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 fourteen (14) days. Refer to the MWMA User manual (under the **MWMA Navigation** heading) and documents under the **Plan** heading in TRIS for more information.

## 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.

## Out of Service

When someone is out of service due to hospitalization, nursing facility admission, incarceration, etc., an “inability to access services” record is to be submitted. Refer to the MWMA User manual (under the **MWMA Navigation** heading) and the Inability to Access Services document under the **Ongoing Management** heading in TRIS for more information.

## Extensions

To prevent loss of SCL funding for individuals temporarily not accessing SCL waiver services, request an extension when a person needs to be out of services for longer than 60 days. Email extension requests to [bhdid.incidentmanagement@ky.gov](mailto:bhdid.incidentmanagement@ky.gov) . Per regulation, the maximum number of days a person can be out of services is 120.

## Forms

Link to MAP forms: <https://chfs.ky.gov/agencies/dms/Pages/mapforms.aspx>

Link to OVR forms: <https://kcc.ky.gov/Vocational-Rehabilitation/staffresources/Pages/Forms.aspx>

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

## TRIS

<https://tris.eku.edu/MWMA/documents.aspx>

To get an account, email [Medicaidpartnerportal.info@ky.gov](mailto:Medicaidpartnerportal.info@ky.gov) and include your email, name, phone number, role, and agency name