

Community Mental Health Affiliation  
of Mid-Michigan

PROCEDURE #: 2.5	Page 1 of 3	SUBJECT: Habilitation Supports Waiver (HSW)
Related Policy(ies) #: 2.0		SUBJECT: Clinical
Issuing Director: Director of Affiliation Operations		Original Effective Date: 08/01/07

REVISED DATE

04/08/08	03/15/10
05/09/08	09/15/10
02/10/09	

Review Date(s)


**I. PURPOSE:**

To define an Affiliation wide procedure for the distribution of available waiver slots assigned to the PIHP by the Department of Community Health (DCH) that ensures CMHAMM Habilitation Supports Waiver (HSW) eligible consumers with the highest need receive the next available waiver slots regardless of where they reside within the Affiliation's 8-county region.

**II. STANDARDS:**

- A. Medicaid Managed Specialty Supports Services Concurrent 1915(b)/(c) Waiver Program Contract

**III. DEFINITION(S):**

**A. Available Waiver Slot:** This includes any new, additional slots that are given to the PIHP by the Department of Community Mental Health as well as any currently assigned slots that become vacant.

**B. Person/Family Centered Plan:**

A plan to support the individual/family receiving services that builds upon the their capacity to engage in activities that promote community life and honor the individual's preferences, choice, and abilities. The person/family centered planning process involves families, friends, and professionals as the individual desires or requires.

**IV. PROCEDURES:**

**A. Process for assigning available waiver slots**

1. The PIHP will develop an Affiliation wide list designating priority for assigning available waiver slots to the consumers with the highest identified need. The list will contain the case number or Medicaid ID # of the consumers as well as the CMHSP that serves each identified consumer. The list will be developed by review of designated documentation by the Affiliation Utilization Management Workgroup. It is the responsibility of each CMHSP to submit consumer names for consideration to be included on the priority list as well as all identified documentation (as identified in section IV.A.5).

2. The CMHAMM HAB Waiver Priority List will designate the top 10 applicants with the highest identified level of need. The priority list will only contain up to 10 applicants at any given time and the priority assigned for those 10 applicants will not be changed until the applicant is placed on a Waiver or if the applicant's needs change no longer requiring a Waiver placement. There will be additional qualified applicants beyond the top identified 10 and those applicants can be presented by their CMHSP as slots become available.
  - a. The only exception is for those applicants who are aging off the Children's Waiver, or those who are 21 and over and require private duty nursing. If either one of these criteria are met, then priority will be given to those applicants and they will receive the next available waiver slots within the Affiliation.
  - b. Each CMHSP will have the opportunity to present applicants for review to be added to the priority list as vacancies on the list occur. For example, if the Affiliation has placed 3 out of the 10 applicants on the list, then during the next review meeting, each CMHSP may present up to 3 cases each for consideration to be added to the priority list.
  - c. It will be the responsibility of each CMHSP to identify who their priority applicants are that they will present for consideration during each review meeting.
3. The Affiliation Utilization Management (UM) Workgroup will meet to develop the priority HAB Waiver list and will review and update that list as needed/requested during their regularly scheduled meetings. The Affiliation Compliance Administrator and the PIHP Waiver Coordinator will participate in the UM workgroup meeting during all discussions involving the HAB Waiver process.
4. UM Workgroup member, or designated representative, and the PIHP Waiver Coordinator will be the only individuals allowed to participate in discussions or submit a recommendation during the meeting. In the event that a CMHSP has more than one designated member on the workgroup, only one recommendation from that CMHSP shall be submitted for consideration in establishing ranked prioritization of the waiver applicants.
5. The recommendations for the priority list will be developed solely on the following documentation being submitted for review:
  - a. Required waiver related forms/application
  - b. The current, authorized Person Centered Plan
  - c. The Current Assessment
  - d. I-CAP Score
6. In addition to the documentation being submitted, all applicants must meet the state criteria for the HSW (Priority will be given to individuals aging off the children's waiver, and those who are over 21 and needing private duty nursing services.)
7. The Person Centered Plan must identify goals that are habilitative in nature which includes services designed to assist individuals in acquiring, retaining and improving the self help, socialization and adaptive skills necessary to reside successfully in home or community based settings. However, priority will be given to those applicants who have goals that are aimed at acquiring and improving skills aimed to increase community involvement and socialization.
8. The priority list for the HAB Waiver slots will be based on the recommendations of the Affiliation Utilization Management Workgroup. In the event that the UM workgroup is unable to reach a recommendation on a specific case that has been submitted for

consideration, then the Affiliation Compliance Administrator will request that the Director of Affiliation Operations review the case for a final determination.

9. The Director of Affiliation Operations and the PIHP Waiver Coordinator will be given a copy of the priority list which contains the identification of the consumers as well as which CMHSP serves the consumer to be assigned to the available waiver slots. The Director of Affiliation Operations will send a copy of the list, and all updated lists, to all Affiliate Chief Executive Officers, Chief Financial Officers, and HAB Waiver Coordinators.
10. It is the responsibility of each CMHSP to ensure that the PIHP Waiver Coordinator has a completed, and up-to-date, waiver packet that will be submitted to DCH when a waiver slot becomes available.
11. Upon notification from DCH of new, additional waiver slots, or from any CMHSP that a previously held waiver slot has become vacant, the PIHP Waiver Coordinator will send in the completed Waiver packet from the appropriate CMHSP, to the Department of Community Mental Health for approval. The packet submitted will be based on which consumer was next on the priority list.
  - a. Each CMHSP is responsible for updating the PIHP Waiver Coordinator with any changes to the status of their waiver applications and when any currently assigned waiver slots become vacant. (The PIHP Waiver Coordinator and the Director of Affiliation Operations must be notified of vacancies by the CMHSP by the next business day)
12. The PIHP Waiver Coordinator will periodically check the online DCH data base to determine when a waiver packet has been accepted and assigned a slot. The data base should be reviewed at least weekly. The PIHP Coordinator also provides approval for annual recertification's prior to submission to DCH.
13. PIHP Waiver Coordinator will inform the appropriate CMHSP, the Director of Affiliation Operations, the Affiliation Compliance Administrator and the PIHP Fiscal Representative when DCH accepts or denies a submitted waiver application.
  - a. If an application meets state criteria, but is denied based on need for further information, then the PIHP Waiver Coordinator will work with the responsible CMHSP to correct any issues with the waiver application and resubmit. The PIHP Waiver Coordinator will only provide minimal assistance/guidance and all additional information/changes must be completed by the responsible CMHSP. The responsible CMHSP will only have 10 business days to reply to any requests for changes/additional information from the PIHP Waiver Coordinator. If the responsible CMHSP does not reply within 10 business days, then the PIHP Waiver Coordinator will submit the application for the next consumer on the priority list. (Each application will be resubmitted only one time for acceptance. If the application is denied a second time, then the Waiver Coordinator will submit the application for the next consumer on the priority list.) (The application that was denied will be re-evaluated by the UM workgroup to see if they remain on the priority list)
  - b. If an application is denied based on not meeting requirements to qualify for a HAB Waiver, then the PIHP Waiver Coordinator will submit the waiver packet for the next consumer on the priority list.
  - c. This step will continue until the available slot(s) have been assigned within the Affiliation.

14. The PIHP Waiver Coordinator will provide to the Affiliation Compliance Administrator and the PIHP Fiscal Representative the following information, for monitoring purposes, upon DCH acceptance of a Waiver Application.
  - a. Consumer case number
  - b. Consumer Medicaid ID Number
  - c. Name of CMHSP who serves the consumer
  - d. Diagnosis
  - e. Authorized services and supports
  - f. Date of birth
  - g. ICAP score
  - h. Date the Waiver slot became effective
  - i. Where the Waiver slot came from (Affiliate CMHSP, new waiver slot, etc)
  - j. Reason for the current slot becoming vacant (death, change in level of need, etc.) and the date the assigned slot became vacant

**V. APPLICATION:**

All consumers who receive services through Community Mental Health Affiliation of Mid-Michigan and meet the following eligibility criteria:

1. Has a Developmental Disability as defined by Michigan law
2. Is Medicaid Eligible
3. Will reside in a community setting while designated a waiver slot
4. If not for HAB Support Waiver, would require Intermediate Care Facility for Individuals with Mental Retardation (ICF/MR) level of care services
5. Chooses to participate in the HAB Support Waiver in lieu of ICF/MR services

**VI. MONITOR AND REVIEW:**

This procedure will be monitored by the Affiliation Compliance Administrator with input from the Affiliation Utilization Management Workgroup. The PIHP Director of Affiliation Operations will review this procedure annually. External review will be completed by the Department of Community Health and accrediting bodies (ie: CARF, COA, etc.) site visits and reports.

**VII. RELATED POLICIES AND PROCEDURES:**

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| CMHAMM Policy    | 2.0 | Clinical                               |
| CMHAMM Procedure | 7.4 | Habilitation Supports Waiver - Finance |