

Date: February 8, 2018

DDSD-DDW Numbered Memo 2018-02

Page 1 of 2

To: DD Waiver Case Managers,

Cc: DD Waiver Providers and Interested Parties

From: Christina Hill, DDSD DD Waiver Program Manager



Subject: Change of process: "Open and Close Budgets" are no longer required for changes to Living Care Arrangements and services with tiered rates

Beginning February 1, 2018, the C.O.R.E. team for the Outside Review (OR) and the Third-Party Assessor (TPA), Qualis, will process all revisions on a single Budget Worksheet (BWS) the existing approved BWS with Prior Authorization (PA) number. This eliminates the need to open and close an entire budget for changes to Living Care Arrangements (LCAs) and services with tiered rates. The new process is described below.

1. This process change applies to the OR process only and changes to:
 - a. LCAs,
 - b. Supported Living Categories,
 - c. Customized Community Supports- Group categories, and
 - d. Community Integrated Employment- Group categories.
2. Two BWS that open and close an entire budget for changes to an LCA or services with tiered rate will not be accepted by the OR after March 1, 2018.
3. All revisions to LCAs and services with tiered rate categories must be made on a BWS **V-OR 2017 07-01** or later.
4. To gain access to Supported Living Category 4, the BWS **V-OR 2018 03-01** must be used. The BWS **V-OR 2018 03-01** will be issued on or before 2/28/2018.
5. The case manager will submit the revision to the OR for approval and clearly state the nature of the revision on the OR cover sheet.
6. For revisions accommodated by the current approved BWS, the revision is made on the same BWS (See 3 and 4 above):

- a. The case manager completes the revision on the last approved BWS changing the drop-down box to the new LCA, if needed, and revising the LCA, Supported Living, CCS-Group and/or CIE- Group service codes, as needed.
 - b. The case manager ends the existing LCA, Supported Living, CCS-Group and/or CIE- Group service codes, as applicable, on a single line of the BWS.
 - c. On a separate line, the case manager enters the new LCA, Supported Living, CCS-Group and/or CIE- Group service codes with the appropriate start date, after the end date of the existing LCA, Supported Living, CCS-Group and/ or CIE-Group service codes.
7. For revisions that require a newer version of the BWS, the entire budget must be transferred to the newest version (See 3 and 4 above.)
 - a. Two BWS are submitted: (1) the original approved BWS with the PA# and prior OR approvals and (2) the newest issued version of the BWS with all prior approved services whether current or closed, transferred onto it, as well as the revision added as described above.
 - b. If the revision is approved, the OR transfers the PA# and prior OR approvals onto the newest version of the BWS.
8. Once approved, the OR will submit to the TPA, Qualis, via Jiva.
9. The TPA, Qualis, will complete the data entry of the revision.