

Revision History Log

Document Title		Waiver Procedures Manual		
Author		Office of Aging and Adult Services (OAAS)		
Revision History				
Reissued Date	Section	Section Title	Page Number(s)	Revision/Reason for Revision
3/11/14	Table of Contents	D-Support Coordination Assessment and Care Planning Certification Training	1 & 2	Added D-350 (Re-certification) & D-600 (Re-certification Standards)
3/11/14	D-Support Coordination Assessment and Care Planning Certification Training	D-100 (Overview); D-200 (Assessment); D-300 (Care Planning); D-350 (Re-certification); D-400 (Certification Standards); D-500 (Provisional Standards); D-600 (Re-certification Standards)	1-13	Revised some of the language for further clarity on sections D-100 through D-300 & sections D-400 & D-500; Added Sections D-350 & D-600 Sections to update the Re-certification process.
5/27/14	Table of Contents	L-140 Service Hour Allocation of Resources (SHARe) Exceptions	4	Changed L-140 Environmental Accessibility Adaptation One-Time to Nursing Facility Transition
		Z-Appendices	8	Added Z-285 National Voter Registration Act (NVRA) Procedures
5/27/14	L-Service Hour Allocation of Resources (SHARe) Exceptions	L-140 Environmental Accessibility Adaptation One-Time SHARe Exceptions	9-12	Changed L-140 "Environmental Accessibility Adaptation One-Time Exception" to "Nursing Facility Transition" and updated the procedures.
5/27/14	Z-Appendices	Z-285 National Voter Registration Act (NVRA) Procedures	4 & 5	Added the link for the NVRA procedures.
6/27/14	Table of Contents	Revision History Log	1	Changed the total # of pages to 3.
		K-Plans of Care (POCs)	3	Changed the total # of pages to 24.
6/27/14	F-Linkages	F-500 Patient Liability Income (PLI)	7	Removed the word "waiver" from the services that are allowed with PLI.
6/27/14	H-Assessments/ Re-assessments	H-130 Follow-Up Re-Assessments	4	Updated the language to include when the SC must complete a follow-up re-assessment when the participant is transitioning from the NF.

		H-150 Annual Re-assessments	8	Updated the language stating that annual MDS-HC re-assessments must be completed on all participants, even those residing in a NF.
6/27/14	K-Plans of Care	K-110 Initial Plan of Care (POC) Development for Individuals Residing in the Community	2	Add examples of legally responsible representatives.
		K-150 Plan of Care Revisions K-150.3 Routine	13	Added the timeframe to state when Routine POC Revisions are due.
		K-150 Plan of Care Revisions K-150.5 Routine	14	Added the timeframe to state when Emergency POC Revisions are due.
		K-180 Support Coordinator Supervisor Review Process	21 23 & 24	Updated the section that explains what the support coordinator (SC) or SC supervisor needs to complete on the 142 form. Updated the section that explains when the SC sends the POC approval documents out and specified what documents must be included to the appropriate parties.
6/27/14	P-Transfers	P-120 Transfers Between Support Coordination Agencies P-120.3 Procedures	7	Add Home Health and/or Hospice POC.
6/27/14	R-Community Choices Waiver	R-100.6 Environmental Accessibility Adaptation (EAA)	3	Added a step for the SC – Make sure funds are available, if applicable.
			5	Added a step for the SC – Review the quote to make sure it matches the specifications from the EAA assessor.
			6	Added that the RO notifies the SC via email so the SC can proceed with the EAA.

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6/27/14	T-Reports	T-200 Expired Plans of Care (POCs) T-200.3 Procedures	3	Added a NOTE: SC needs to indicate to RO the reason why the POC is late.
6/27/14	Z-Appendices	Z-131 Clinical Assessment Protocols Summary (CAPS)	1	Updated the link for the CAPS document.
		Z-175 Directory-OAAS Waiver Regional Offices	3	Updated the link for the OAAS Waiver Regional Offices.
		Z-190 Environmental Accessibility Adaptation (EAA) Form	3	Updated the link for the EAA form.
		Z-250 Individual Responsibility Agreement (IRA) Form	4	Updated the link for the IRA form.
		Z-270 MDS-HC Assessment and Care Planning Training Registration Form	4	Updated the link for the MDS-HC and Care Planning Registration form.
		Z-310 Plan of Care	5	Updated the link for the POC document.
8/17/15	R-Community Choices Waiver	R-100.6 Environmental Accessibility Adaptation (EAA)	2	Added that the EAA basic assessment and final inspection are not necessary if the participant has requested an item/adaptation with a cost less than \$1000.
		R-100.14.4 Self-Directed Personal Assistance Services (PAS)	14--16	Added the service agreement form must be reviewed with the participant annually, quarterly monitoring of required self-direction time sheets, progress notes, and service logs within the home book must be provided, and deficiencies reported to RO, fiscal agent, Medicaid and RO must be notified of self-direction termination, upon the participant's death, the self-direction records must be obtained and submitted to RO for storage.

9/23/15	R-Community Choices Waiver	R-100.10 Monitored In Home Caregiving Services (MIHC)	11-13	Added the procedures for utilizing the MIHC service within the Community Choices Waiver.
10/28/15	R-Community Choices Waiver	R-100.10 Monitored In Home Caregiving Services (MIHC)	12	Added the document number, OAAS-PF-15-006, for the MIHC form reference in procedure.
2/04/16	R-Community Choices Waiver	R-100.4 Assistive Devices and Medical Supplies Service	2-4	Added the procedures for utilizing the Assistive Devices and Medical Supplies service within the Community Choices Waiver.
2/04/16	R-Community Choices Waiver	R-100.6 Environmental Accessibility Adaptation (EAA)	5-11	Added that the Regional Office will review all EAA requests, regardless of estimated cost of the requested EAA.
2/12/16	Z-Appendices	Z-112 Assistive Devices and Medical Supplies Form	1	Added a link for the Assistive Devices and Medical Supplies Form.
		Z-145 Critical Incident Reporting (CIR) Policies and Procedures	1	Updated the link for the CIR policy and procedure.
		Z-230 Flexible Schedule/ Budget Worksheet	2	Updated the link for flexible schedule/budget worksheet.
		Z-294 Nursing/Therapy Evaluation Referral Form Instructions	3	Updated the link for the Nursing/Therapy Evaluation Referral Form Instructions.