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Number: APD-AR-15-030

Issue date: 5/1/2015

Topic: Developmental Disabilities

Due date: May 1, 2015

Subject: Brokerage Capacity and Enrollments

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input checked="" type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental |
| <input type="checkbox"/> Self Sufficiency Programs | Disabilities Services(ODDS) |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> ODDS Children's Intensive |
| <input type="checkbox"/> ODDS Children's | In Home Services |
| <input type="checkbox"/> Residential Services | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Child Welfare Programs | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Brokerage |
| | Directors and Personal Agents, CDDP |
| | Service Coordinators and Regional |
| | Coordinators |

This transmittal replaces AR-13-082

Reason for Action:

Adoption of the Community First Choice state plan amendment and revisions to the Home and Community Based waivers allowed for changes in how in home services are delivered. Brokerage capacity remains limited. In order for the maximum number of individuals to access necessary services, and to preserve individual choice, when capacity is not available at a local brokerage, CDDPs will serve individuals until capacity is available at a brokerage, for individuals who continue to want it.

Action Required:

When an individual is found to be eligible for DD services, the individual must be allowed to access the available and appropriate services. Every individual who is eligible for DD services can access case management services. For an adult who will reside in an in home setting, the adult may choose to have case management provided by a brokerage or the CDDP, whether or not they are eligible for Medicaid.

If the individual chooses to receive case management through a brokerage and is enrolled to a brokerage, all other services will also be arranged by the brokerage; if

case management is chosen to be provided by a CDDP, then all other services will be arranged by the CDDP. When an adult who is eligible for Medicaid chooses to have services delivered in an in-home setting, and who chooses case management services from a brokerage, but a brokerage is not available, the CDDP must provide case management and arrange for the in home services through the comprehensive in-home program (SE49).

Individuals choosing in home supports from a Supported Living agency, and individuals choosing to receive their services in a foster care or residential setting, will receive case management services through the CDDP.

If an individual, regardless of Medicaid eligibility, chooses to have case management services delivered through a brokerage, CDDPs are instructed to use the brokerage request date field on the SE48 CPA screen in eXPRS to record the date that the individual made the request to be served by a brokerage when a local brokerage is not available to provide the service at the time of the request.

Do not remove the brokerage request date for an individual who has chosen brokerage case management when an individual enrolls into the in-home comp program. When brokerage capacity develops locally, the CDDP will offer the individual who made the request earliest the opportunity to transfer their case management and associated services to the brokerage. If that individual chooses to continue to receive their services from the CDDP rather than transfer to support services, the individual who made the next earliest request should be offered the transfer, and so on.

In the case that an individual who is offered an available brokerage elects to wait for a preferred brokerage – when more than one exists in a particular area – the request date should not be removed from the SE48 CPA and they should be given the first option to enroll at their chosen brokerage when that brokerage develops capacity.

Unless an individual is waiting for a preferred brokerage, if an individual who has requested brokerage case management declines services from a brokerage when offered, the request date should be removed. A CDDP may inquire at any time if the individual wants to be offered brokerage services when capacity becomes available, even if it not available at the time of the inquiry. If the individual declines, the request date may be removed. The request date field may be populated with a new date if the individual later requests brokerage case management, using the date of the new request. Similarly, any individual who is receiving case management services from a CDDP may request case management services from a brokerage at any time (assuming they are getting or desire in home services). The date of the request should be recorded in eXPRS when a brokerage is not immediately available.

The same processes described above should be followed when an individual transfers from another CDDP or turns 18. CDDPs and Brokerages will continue to work

together to establish mutually agreed upon transfer dates in order to ensure smooth service delivery transitions for the individual as capacity becomes available. Access to a local brokerage should not be prioritized for any category of individuals. An individual who transfers out of the geographic area of their brokerage should have a brokerage request date recorded in eXPRS by the receiving CDDP when support services are requested, if local capacity is not available. In home services, under SE49, and case management can be delivered via the CDDP until the transferred individual's request date is the oldest and capacity develops. ODDS may approve a geographic exception request from a brokerage to continue to provide case management services when an individual moves to a location nearby, but not technically within, the area served by the brokerage. A geographic exception may also be approved in order to facilitate a smooth transition to another case management provider on a time limited basis, but will not be approved to keep an individual in support services when local brokerage capacity does not exist.

Field/stakeholder review: Yes No

If yes, reviewed by: CMS Implementation Team

If you have any questions about this action request, contact:

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