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SUBJECT
Statewide Waiting List Protocols for Office of Long-Term Living Medicaid Waivers and the Act 150 Attendant Care Program

BY

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Office of Long-Term Living (OLTL)

PURPOSE:

This Bulletin sets forth the method for establishing, maintaining and moving individuals from a statewide Waiting List in the event resources are not available to meet existing demand. The Bulletin provides details about:

- The statewide policy related to Waiting Lists for each Office of Long-Term Living (OLTL) Waiver and the Attendant Care Act 150 program:
- How OLTL, authorized enrolling agencies and Area Agencies on Aging (AAAs) will implement and manage Waiting Lists.

SCOPE:

This Bulletin applies to OLTL Medicaid Waiver and Act 150 Attendant Care program providers. This Bulletin and accompanying guidelines replace and supersede any previous Waiting List management protocols issued from the Department of Public Welfare, Office of Social Programs or the Pennsylvania Department of Aging

BACKGROUND:

The Office of Long-Term Living (OLTL) is responsible for management and oversight of a broad continuum of long-term living services, including Home and Community-Based Services (HCBS) for older Pennsylvanians, and those with physical disabilities. This responsibility includes identifying the number of participants each HCBS program is able to serve while remaining within its funding appropriation. All OLTL programs are monitored to assure that resources are managed effectively. This Bulletin sets forth the method for establishing, maintaining and moving individuals from a statewide Waiting List that may be established in the event resources are not available to meet existing demand.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

Department of Aging
Department of Public Welfare
Office of Long-Term Living
Bureau of Individual Support
555 Walnut Street
Harrisburg, PA 17101
(717) 783-8412
ra-act150review@state.pa.us

DISCUSSION:

I. General Policies

Upon notification to execute the Waiting List protocol by the OLTL, each Area Agency on Aging (AAA) and Enrolling Agency must immediately implement this policy, and work with the OLTL to address any unique circumstances created as a result of this policy. The following additional general provisions will be applied:

- The waiting list will be implemented statewide. The same policies for assigning individuals to the waiting list shall be used in all areas of the Commonwealth of Pennsylvania.
- Enrolling Agencies may not create any unique local reasons for placing or not placing individuals on the waiting list.

II. Enrolling Agency Responsibilities

The term “Enrolling Agency” includes any agency that currently performs enrollment activities for any OLTL Waiver, including AAAs. In cases where the OLTL issues an enrollment moratorium and requires that waiting lists be established, Enrolling Agencies shall initiate the following procedures for that program:

- Accept – and, where appropriate, assist individuals in applying for services by completing – an application for services and date-/time stamp the application.
- Request a level of care assessment (LOCA) from the local AAA for every applicant. Individuals applying for OBRA Waiver services should receive a LOCA to help determine if their needs can be met in another HCBS Waiver program. Note that this applies to every applicant. This Bulletin supersedes any direction previously received from the Office of Social Programs regarding obvious ineligibility for a Waiver program and the need for a LOCA.
- Place the applicant on a waiting list and monitor all individuals placed on the waiting list by contacting them at least once within the first 30 calendar days. Every reasonable attempt shall be made to contact these individuals quarterly thereafter as long as they remain in waiting list status. Written documentation of these contacts must be maintained by the Enrolling Agency.
- Complete the waiting list tracking form and submit to ra-act150review@state.pa.us every Wednesday as long as the moratorium on enrollment for that program remains in effect. (See Attachment 1).

Note: Individuals should not have financial verification for Home and Community-Based Services (HCBS) completed prior to being placed on the waiting list. The PA 1768 form should be forwarded to the CAO for financial verification only after the individual has been identified to be removed from the waiting list by OLTL. Individuals may apply for regular Medical Assistance while on the waiting list.

III.AAA Responsibilities

- Receive the date-/time-stamped LOCA request from the Enrolling Agency (for individuals applying for programs other than the Aging Waiver).
- Administer a LOCA in a timely manner to determine clinical eligibility.

IV. Service Coordination Agencies (including AAAs)

- Maintain up to date information in SAMS and HCSIS to ensure that only current recipients of services will be counted as enrolled
- Notify OLTL when a waiver recipient loses MA eligibility

Waiting List Priority Categories

All applicants shall be assigned priority status in accordance with the following categories:

1. *PRIORITY I*

Applicants meeting this priority category must meet at least one of the following:

Individuals currently residing in a nursing home or thirty days or longer and who, with the provision of Home and Community-Based Waiver Services, would have the ability to leave the facility and return to the community.

Or

Individuals at imminent risk of nursing home placement, i.e. individuals who are at risk of entering a nursing facility within 24 hours. Any applicant who can wait 24 hours or more will be placed into Priority Category II.

Or

Individuals “aging out” of the DPW Early & Periodic Screening, Diagnosis, and Treatment (EPSDT) program.

Or

Individuals previously receiving OLTL Medicaid waiver services but subsequently determined financially ineligible for OLTL Medicaid waiver services.

2. PRIORITY II —

All other applicants will be placed on the waiting list according to the date and time they applied for services, as documented by the date-/time stamp on their application for service.

Note: If an individual's circumstances change that would impact the priority ranking, the Enrolling Agency should send notification to ra-act150review@state.pa.us.

VI. Management of Statewide Waiting List

- The statewide waiting list will be managed by the OLTL. OLTL will track and monitor the waiting list and provide periodic updates to providers and Enrolling Agencies.
- Based on the availability of resources, OLTL will determine when individuals can be moved from the waiting list to begin the process of receiving services.
- OLTL will notify the local enrolling agencies, including AAAs by way of email when individuals may be moved from the waiting list, and in what order, based on the date-/time of their application and other factors outlined in this Bulletin. The date the enrolling agency is notified is the effective begin date for services.
- Local Enrolling Agencies should then proceed with enrollment, including making a referral to the CAO for financial verification for HCBS Waiver services.

Questions regarding this Bulletin may be referred to the Departments of Aging & Public Welfare/Office of Long-Term Living at ra-act150review@state.pa.us.

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