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SUBJECT

Statewide Waiting List Guidelines for Office of Long-Term Living Medicaid Waivers and the Act 150 Program

BY

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PURPOSE:

This Bulletin provides additional guidance for the management of waiting lists in the Medical Assistance (MA) Waiver Programs and the Act 150 Program administered by the Office of Long-Term Living (OLTL), replaces, and supersedes OLTL Bulletin 05-09-01, 51-09-01, 52-09-01, 55-09-01, 59-09-01.

SCOPE:

This Bulletin applies to OLTL Medical Assistance Waiver Programs (with the exception of the AIDS waiver) and to the Act 150 Program.

BACKGROUND:

OLTL is responsible for the management and oversight of a broad continuum of long-term living services paid by the MA Program or through state funds. Those services include Home and Community-Based Services (HCBS) for older Pennsylvanians and those with physical disabilities that are implemented through federal waiver programs and through Act 150. OLTL's responsibility includes determining the number of participants each HCBS program is able to serve. This Bulletin sets forth the guidelines for managing statewide waiting lists once a particular federal waiver program reaches either the approved limit on the number of individuals who can participate in the waiver at any point in time or the number of the unduplicated recipients that the Centers for Medicare and Medicaid Services (CMS) approved to be served in that waiver program or Act 150 reaches established limits.

DISCUSSION:

Once a federal waiver program: a) reaches the approved limit on the number of individuals who can participate in the waiver at any point in time during a waiver year; or b) the number of unduplicated participants that is approved by CMS to be served in that program reaches

established limits; or c) the Act 150 Program reaches established limits, OLTL will assign individuals who are newly-eligible for a waiver program or Act 150 to a waiting list. Each waiting list will be managed on a statewide basis.

Once an individual is on a waiting list, OLTL will keep the individual on the waiting list until OLTL places the individual into the waiver, until the individual requests to be removed from the waiting list, until the individual is transferred to another program or until the individual is subsequently found ineligible for the program. The following outlines the process to be used by Area Agencies on Aging (AAA) and the Independent Enrollment Broker (IEB) (collectively referred to as "Enrolling Agencies") and Service Coordinators.

PROCEDURES:

A. Enrolling Agency Responsibilities:

1. Contact individuals on the waiting list at least 30 calendar days after first being placed on a waiting list. Thereafter, contact these individuals on a quarterly basis. The Enrolling Agencies must maintain written documentation of these contacts for all individuals on waiting lists.
2. Inform OLTL if an individual requests to be removed from a waiting list.
3. Refer all individuals applying for services when a waiting list is in place to other programs.
4. Complete the waiting list tracking form and submit to ra-agingreview@pa.gov for individuals over the age of 60 and ra-under60review@pa.gov for individuals under the age of 60 every Wednesday as long as the waiting list remains in effect. (See Attachment 1)

Individuals who are Nursing Facility Ineligible (NFI), including those applying for Act 150, or ineligible for an ICF-ORC will not be placed on waiting lists.

B. Service Coordination Agency Responsibilities:

1. Maintain up-to-date information in SAMS (Senior Assistance Management System) and HCSIS (Home and Community Services Information System).
2. After an individual's name has been submitted to OLTL, utilize the waiting list tracking form to notify OLTL of significant changes in an individual's condition (physical, social or environmental) by adding new information to the "Updates" column.

OLTL Removal of Individuals from Waiting Lists

In the event that a waiting list is implemented for a particular waiver program or for the Act 150 Program, OLTL generally will remove individuals from the waiting list on a first-come/first-served basis established by the date of the individual's application for those services. However, OLTL reserves the discretion to advance an individual's position on the waiting list based on a case-by-case review. For purposes of that case-by-case review, the highest level of priority will be given to

individuals who are in institutions and who can be safely served in the home and community setting. For individuals who are not institutionalized, the next level of priority will be given to individuals who are in immediate need of services. To determine whether there is an immediate need for services, OLTL will consider the following:

- Whether the individual on the waiting list had a significant change in his or her condition (physical, social or environmental);
- Whether the individual on the waiting list has existing in-home support; and
- Whether the individual on the waiting list currently receives services through another home and community-based service waiver program or other program.

OLTL will also consider any other unanticipated factors that warrant advancing the individual's position on the waiting list.

Upon notice to remove individuals from a waiting list, Enrolling Agencies will ascertain if the individual needs a new clinical and/or financial eligibility determination and, if so, will submit a PA 600 form to the CAO and/or notify the appropriate AAA to perform a new level of care assessment. The service coordinator will develop an individual service plan in order for services to begin.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:
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