OPTIONS to Aging Waiver Transfers

Office of Long-term Living

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DEPARTMENT OF HUMAN SERVICES
OFFICE OF LONG TERM LIVING

- **Purpose**
  - Provide a seamless transition of services from OPTIONS to Aging Waiver
  - Prevent overlap of OPTIONS and Aging Waiver services
  - Allow the Service Coordination Entity to bill for W1011-Service Coordination the moment they deliver the first unit of service

OPTIONS to Aging Waiver Transfers

Process outline

1. PA IEB receives referral for Aging Waiver on an active OPTIONS participant.

2. OPTIONS Care Manager will determine if new providers must be selected for services to transition and be billed under Aging Waiver.

3. PA IEB completes enrollment process and enters NFCE-PDA Waiver Care Enrollment as "waiting, need eligibility determination."

4. PA IEB receives PA 162-eligible from CAO. Aging Waiver "waiting, need eligibility determination" care enrollment is updated to "waiting terminated." A new "Active, approved" care enrollment is entered with a Start Date as the date of PA IEB data entry.

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Process outline continued

5. PA IEB enters "Active" Aging Waiver care plan with SC and carried-over OPTIONS services.

6. PA IEB enters journal note approving Aging Waiver care plan for SC and carried over OPTIONS services.

7. PA IEB notifies OPTIONS Care Manager that the participant has been approved for Aging Waiver and the date of approval. OPTIONS Care Manager will end-date the OPTIONS plan for the day prior to approval of Aging Waiver.

8. PA IEB transfers the SAMS file to the chosen SC agency. SC agency will develop the full ISP and submit for review to OLTL as "Service Plan Review-Initial." SC will generate service orders to continue services carried over from OPTIONS plan.

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- Please note:

  - The Department of Aging requires all OPTIONS consumers determined NFCE to comply with the MA Financial Eligibility Determination process and apply for MA Long-term Care services

  - When the enrollment is approved, the SC will be required to complete ISP development and submit "Service Plan Review-Initial" to OLTL for review.

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Step 1 – Aging Waiver Referral

- OPTIONS consumer is determined to be potentially eligible for Aging Waiver (NFCE)

  - If an individual is determined NFCE, they shall complete the MA Financial Eligibility Determination with the CAO (regardless of income/resources)

- OPTIONS Care Manager will refer Aging Waiver applicants to the PA IEB

Step 2 – OPTIONS CM prepares OPTIONS care plan for transfer to Aging Waiver

- OPTIONS Care Manager will:
  - Determine if current OPTIONS service providers are also enrolled as Waiver service providers to ensure a seamless transition of services.
    - If an OPTIONS provider is not enrolled as a Waiver provider or if the consumer directs services through OPTIONS Consumer Reimbursement, the OPTIONS CM will offer the Provider Choice Form to the applicant to select a new provider(s). OPTIONS CM will update the OPTIONS care plan with any provider changes.
      - OPTIONS Consumer Reimbursement cannot transfer seamlessly to Aging Waiver. Aging Waiver utilizes FMS services which will not be set up prior to transition to Aging Waiver.
  - Inform participant of the gap in service delivery which will occur if Waiver service providers are not chosen prior to enrollment in Aging Waiver.

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Step 3 – PA IEB completes enrollment process

- PA IEB will:
  - Obtain LCD & Physician Certification
  - Assist applicant with PA 600L
  - Send PA 1768 to CAO
  - Complete shortened CMI
  - Complete Freedom of Choice form with applicant
  - Complete Provider Choice Form with applicant to choose Service Coordination Entity
  - Enter NFCE-PDA Waiver Care Enrollment as "waiting" (OPTIONS Care Enrollment remains "Active")

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Step 3 – continued…

CMI sections completed by IEB

1.   Introduction
1A. Consumer Identification (1-11)
1B. Consumer Demographics (1-7)
1C. Address Information (1-11)
1D. Care Management Information (1-4)
1E. Consumer Contacts (1-5)
2.   Physical Health
2A. Physician Contacts (2-4, 11)
2C. Use of Medical Services (1,2,5,6)
2D. Eye, Ear, Nose, Throat and Mouth (1-4, 7)
2E. Illness and Conditions, Breast, Cardio Pulmonary,
       and other Internal Organs (2-7)
2F. Illness and Conditions, General (1,3-8)
2G. Communicable Diseases, Disabilities, Surgeries (1,2,5)
2H. Cognitive and Mental Health Conditions (1-5,7)
3.   Activities of Daily Living
3A. ADL's (1-9, 11)
4.   Mobility
4A. Mobility (1-9)
5.   Instrumental Activities of Daily Living
5A. IADLs (1-9, 11)

6.   Nutrition
6A. Dietary Habits (6,8)
6B. Nutrition Risk Assessment (1)
7.   Cognitive Functioning
7A. Consumer Cognitive (1-4)
7B. Short Portable Mental Status Questionnaire (1-10)
7C. SPMSQ Results (1,2,4,8)
10.   Informal Supports
10A. Primary Helper/Caregiver Section (1-6, 8)
10E. Primary Caregiver/Representative Cognitive (1)
13.   Formal Services
13A. General (1,2,5)
14.   Physical Environment
14A. Current Dwelling Unit (1)
14B. Condition of Home (5,6)
15.   Financial Resources
15A. Consumer Income (1,3)
15F. Consumer Health Insurance (1-7)
15I. Financial/Legal Management (1-4)
17B. Care Management Certification (1-2)

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Step 3 – continued…

- PA IEB enters NFCE-PDA Waiver Care Enrollment as "waiting, need eligibility determination." Care Enrollment remains in "waiting" status until PA 162 is received.

  Application Date on Care Enrollment =

  - If applicant is already eligible for Medicaid, Application Date will be the date the applicant contacts PA IEB and requests to apply for Waiver

  - If applicant is not yet eligible for Medicaid, Application Date will be the date the PA 600L is submitted to CAO

Application Date = Date applicant contacts PA IEB or PA 600L submitted date
Received Date = same as Application Date
Termination Date = Blank
Status = Waiting
Reason = Need eligibility determination
Status Date = Date of data entry
Start Date = Blank
End Date = Blank

Step 4 – PA 162-eligible received and Care Enrollment updated

- When PA IEB receives PA 162-eligible for Aging Waiver, PA IEB will:

  - Change "waiting, need eligibility determination" NFCE-PDA Waiver Care Enrollment to "waiting terminated"

  - Enter a new NFCE-PDA Waiver Care Enrollment as "Active, Approved"

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Step 4 – continued…

- NFCE-PDA Waiver "waiting" Care Enrollment terminated by PA IEB upon receipt of PA 162

Consumer - Options, Ada (1335426887)
555 Walnut St Harrisburg, PA 17101
Notes: (consumer does not have any notes)

Details

Care Enrollment - NFCE-PDA Waiver ✕
OK | Cancel | Add Next | Open Audits |

Level Of Care	NFCE
Service Program	PDA Waiver
Care Program	NFCE-PDA Waiver
Application Date	10/1/2014
Received Date	10/1/2014
Termination Date	10/15/2014
Status	Waiting Terminated
Reason	Approved Eligible for Program
Status Date	10/15/2014
Start Date	Enter date
End Date	Enter date

Application Date = Date applicant contacts PA IEB or PA 600L submitted date
Received Date = same as Application Date
Termination Date = Date PA 162 received
Status = Waiting Terminated
Reason = Approved eligible for program
Status Date = Date of data entry
Start Date = Blank
End Date = Blank

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Step 4 – continued…

- ## Enter a new NFCE-PDA Waiver Care Enrollment as "Active, Approved"

Consumer - Options, Ada (1335426887)
555 Walnut St Harrisburg, PA 17101
Notes: *(consumer does not have any notes)*

Details | Activities & Ref

Care Enrollment - NFCE-PDA Waiver ✕
OK | Cancel | *Reject Changes* | Open Audits |

Level Of Care	NFCE
Service Program	PDA Waiver
Care Program	NFCE-PDA Waiver
Application Date	10/1/2014
Received Date	10/15/2014
Termination Date	*Enter date*
Status	Active
Reason	Approved
Status Date	10/16/2014
Start Date	10/16/2014
End Date	*Enter date*

Application Date = Date applicant contacts PA IEB or PA 600L submitted date
Received Date = Date PA 162 received
Termination Date = Blank
Status = Active
Reason = Approved
Status Date = Date of data entry by PA IEB
Start Date = Date of data entry
End Date = Blank

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Step 5– Enter Aging Waiver care plan

- ## PA IEB will enter Waiver care plan as "Active, Current"
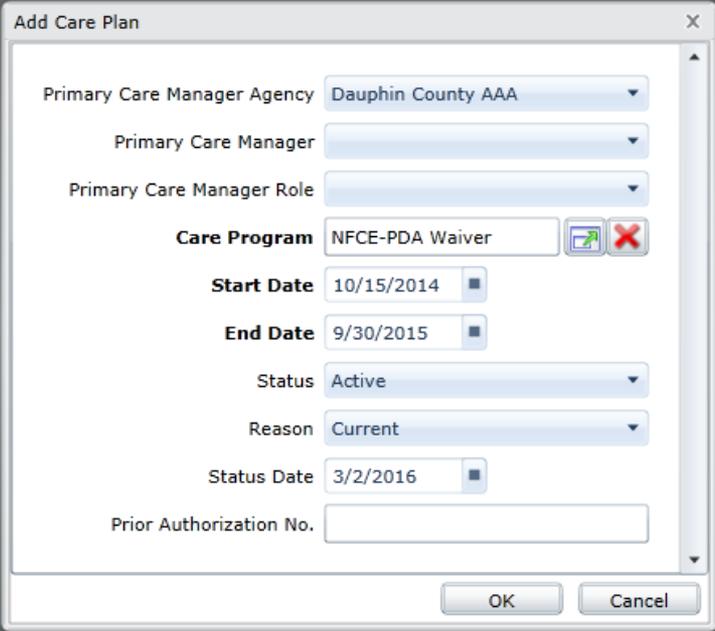
Care Program = NFCE-PDA Waiver
Start Date = Date of date entry by PA IEB
End Date = 12 months from LCD
Status = Active
Reason = Current
Status Date = Date of data entry

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Step 5 – continued…

- ## PA IEB will copy OPTIONS care plan services into Waiver care plan
  - Do not carry over Care Management
  - Do not change amount/frequency of services. Convert service units accordingly.

Consumer - Options, Ada (1335426887)

555 Walnut St Harrisburg, PA 17101   1/1/1925 Age: 89

Notes: (consumer does not have any notes)

Details   Activities & Referrals   Assessments   Billing   Calls   Care Plans   Journals   Routes   Service Deliveries   Serv

Care Plan - NFCE-PDA Waiver 10/15/2014 - 9/30/2015 ✗

NFCE-PDA Waiver [Waiting Consumer Approval : (Not Specified) - (Not Specified)] Care Plan Dates: 10/15/2014 - 09/30/2015 On Hold, as of 10/15/2014 Reason

Save | Save and Close | Close | Add Next | Make a Copy | Print ▼ | Open Audits | Format Panels | Calendar | Workshe

Service Plans

Add

W1793-PAS (Agency)	10/15/2014 – 9/30/2015 *
OLTL - Office of Long Term Living	Bayada Nurses-0027
Allegheny	
	Average Monthly: 1.00 / $4.38
Waiting	Waiting Approval
Schedule: 10/15/2014 - 9/30/2015 * 1.00 Unit Monthly	

W1895-PERS (Monthly Maintenance)	10/15/2014 – 9/30/2015 *
OLTL - Office of Long Term Living	Center for Independent Living of Central PA-0012
Perry	
	Average Monthly: 1.00 / $30.00
Waiting	Waiting Approval
Schedule: 10/15/2014 - 9/30/2015 * 1.00 Unit Monthly	

* indicates a blank service plan date. The displayed date is inherited from the corresponding care plan date.

NFCE-PDA Waiver care plan
For each copied service:
Start Date = Date of PA IEB data entry
Status Date = Date of data entry
Status = Active
Reason = Eligible

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Step 5 – continued…

- Add SC of 144 units/care plan to Waiver care plan

Agency = County Aging Office
Provider = Chosen SC Agency
Start Date = Date of PA IEB data entry
Status = Active
Reason = Eligible
Status Date = Date of data entry

Step 6 – *PA IEB enters journal to approve Aging Waiver care plan*

- PA IEB enters journal note approving Aging Waiver care plan for SC and carried over OPTIONS services. The Start Date of the Aging Waiver Approval should be the date PA IEB data entered the Aging Waiver care plan.
  - "OPTIONS to Aging Waiver Enrollment Approved with a start date of (mm/dd/yy). Enrollment care plan approved for Service Coordination of 144 units per care plan and the transfer of the following services from OPTIONS to Aging Waiver: ……..."

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Step 7 – OPTIONS Terminated

• OPTIONS CM will end-date OPTIONS care plan

OPTIONS care plan
End Date = the calendar day preceding OLTL approval of Waiver care plan
Status = Inactive
Reason = Change in Consumer's Needs

OPTIONS to Aging Waiver Transfers

Step 7 – continued…

- OPTIONS CM will terminate OPTIONS Care Enrollment

OPTIONS Care Enrollment
Termination Date = the calendar day preceding OLTL approval of Aging Waiver care plan
Status = Terminated
Reason = Approved for Aging Waiver
End Date = the calendar day preceding OLTL approval of PDA Waiver care plan

Step 8 - PA IEB transfers file to chosen SC provider

Upon receipt of SAMS file, SC will:

- Generate service orders to continue services carried over from OPTIONS
- Conduct a home visit to complete ISP and determine any additional Waiver services the participant requires
- Complete the incomplete sections of the CMI
- Review potential TPP coverage for all services (including those transferred from OPTIONS)
- Submit "Service Plan Review-Initial" to OLTL for review (regardless of whether or not services have been increased from OPTIONS transfer)