

# Medicaid Community Options

## Course 5: Application Process

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**Division of Participant Enrollment & Service Review**

**Presented to: New Supports Planner Training**

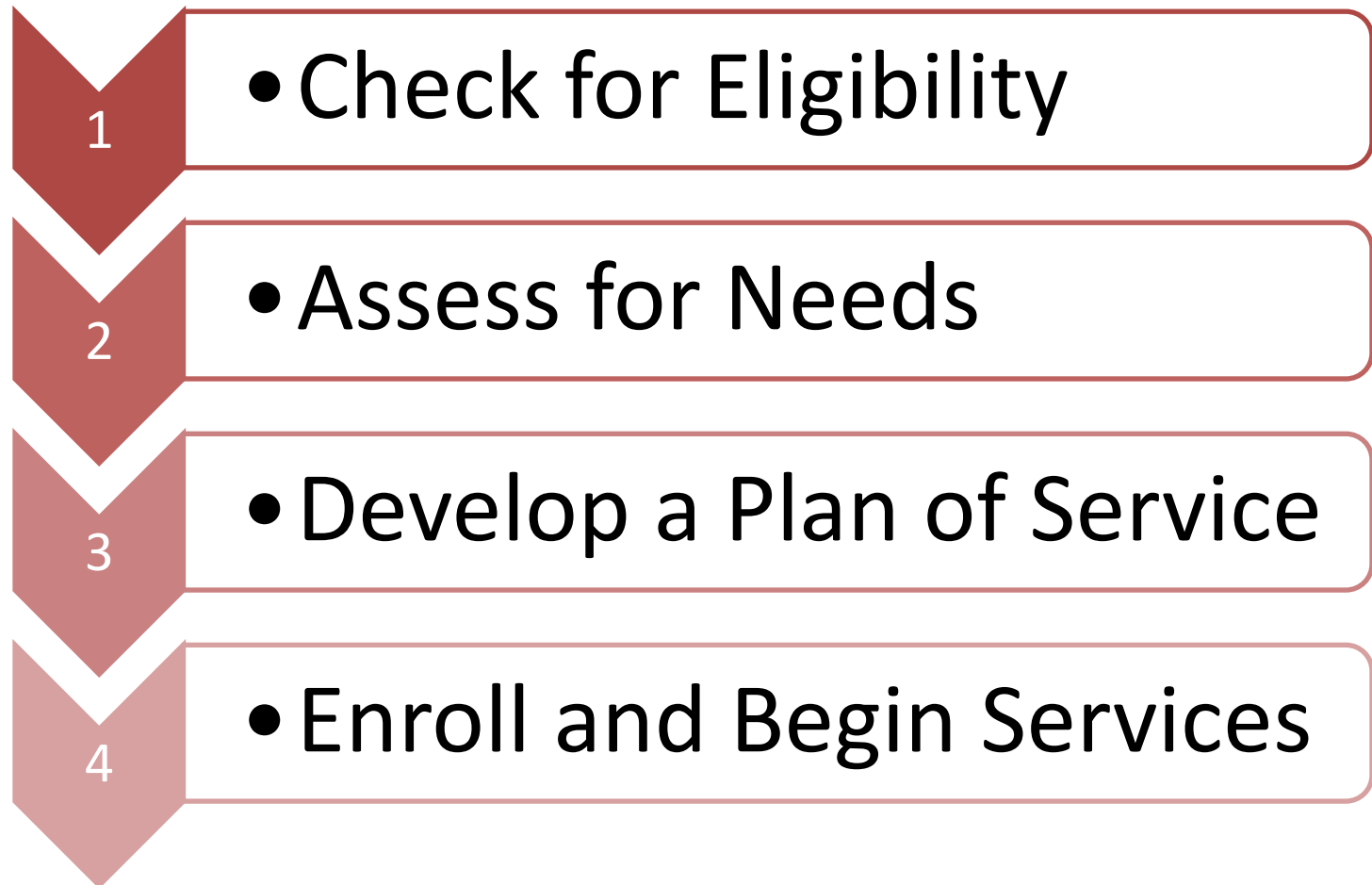
**June 18, 2019**

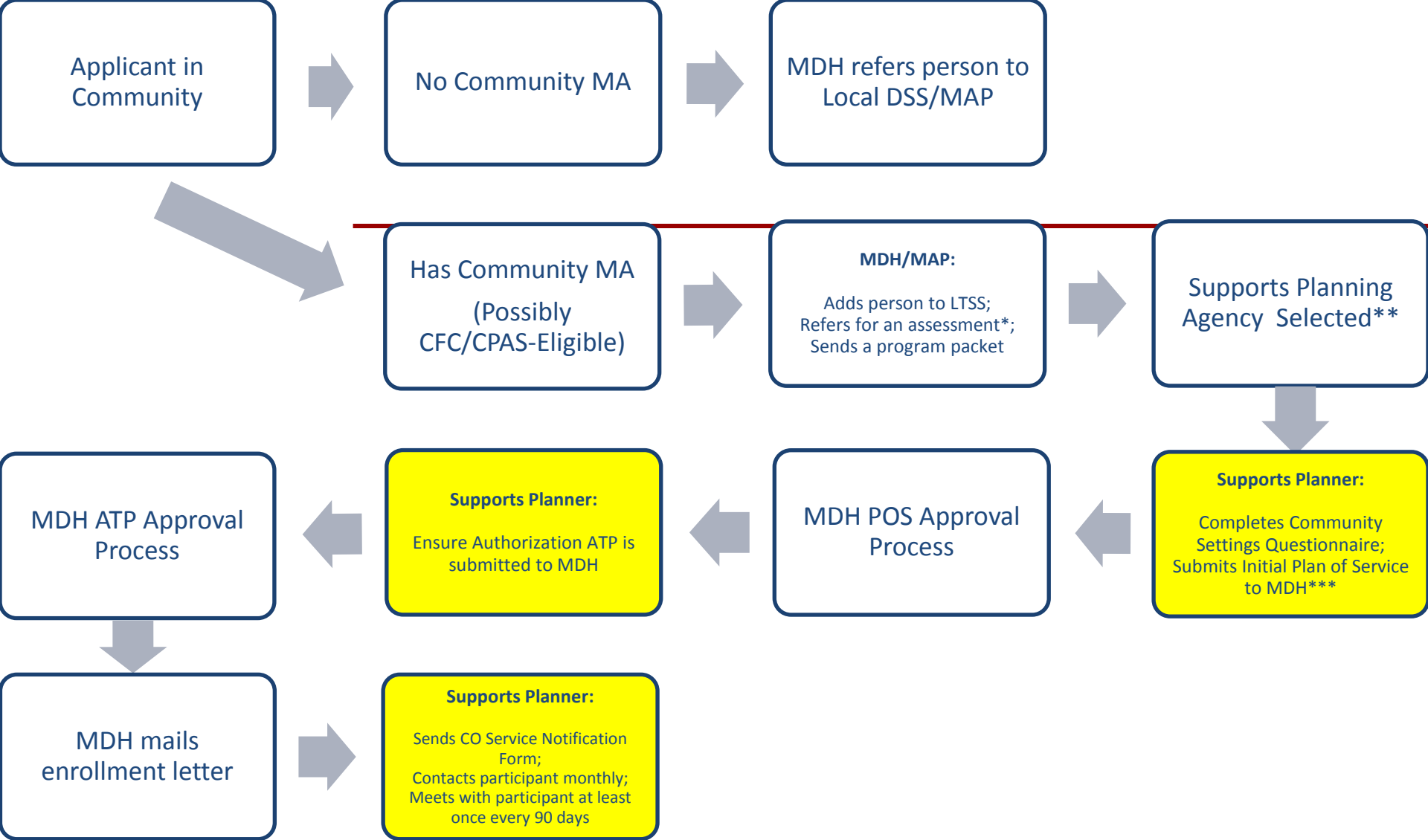


**MARYLAND**  
Department of Health

# Enrollment Timeline: Community Applicant (CFC/CPAS)

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\*LHD has 15 calendar days to complete assessment and Recommended Plan of Care  
 \*\*Applicant has 21 calendar days to select a Supports Planner before auto assignment  
 \*\*\*Supports Planner has 20 days to submit the POS

**Supports Planner responsibilities in yellow**

# CFC and CPAS “Application” Process

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- There is no paper application for CFC or CPAS
  - Applicants can enroll into CFC or CPAS from the Community
  - CFC applicants may transition from a Nursing Facility.
- MDH mails the individual a packet of information (SPA Packet) and makes appropriate referrals for:
  - An assessment
  - A supports planner to be selected
  - Adds information into LTSSMaryland as necessary
- Referrals may also come directly from Maryland Access Point (MAP) sites.

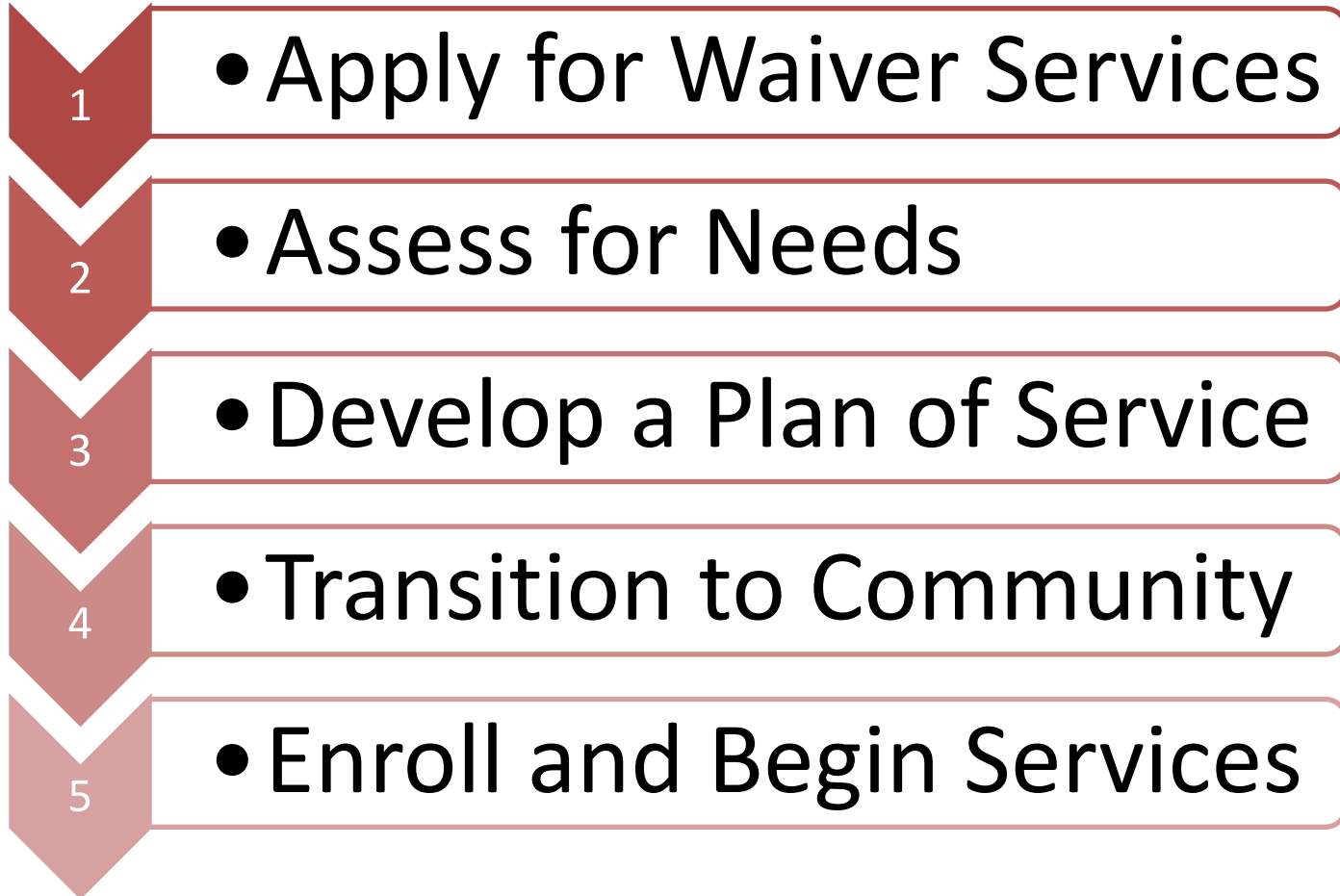
# What is Mailed to Each Applicant?

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- Packet includes:
  - A two-page fact sheet about the program and the applicant's rights.
  - Information about each supports planning agency that serves the applicant's area.
    - A supports planning agency must be selected within 21 days or one will be automatically assigned.

# Enrollment Timeline: Nursing Facility Applicants (CO/ICS)

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# CFC or CO Waiver?

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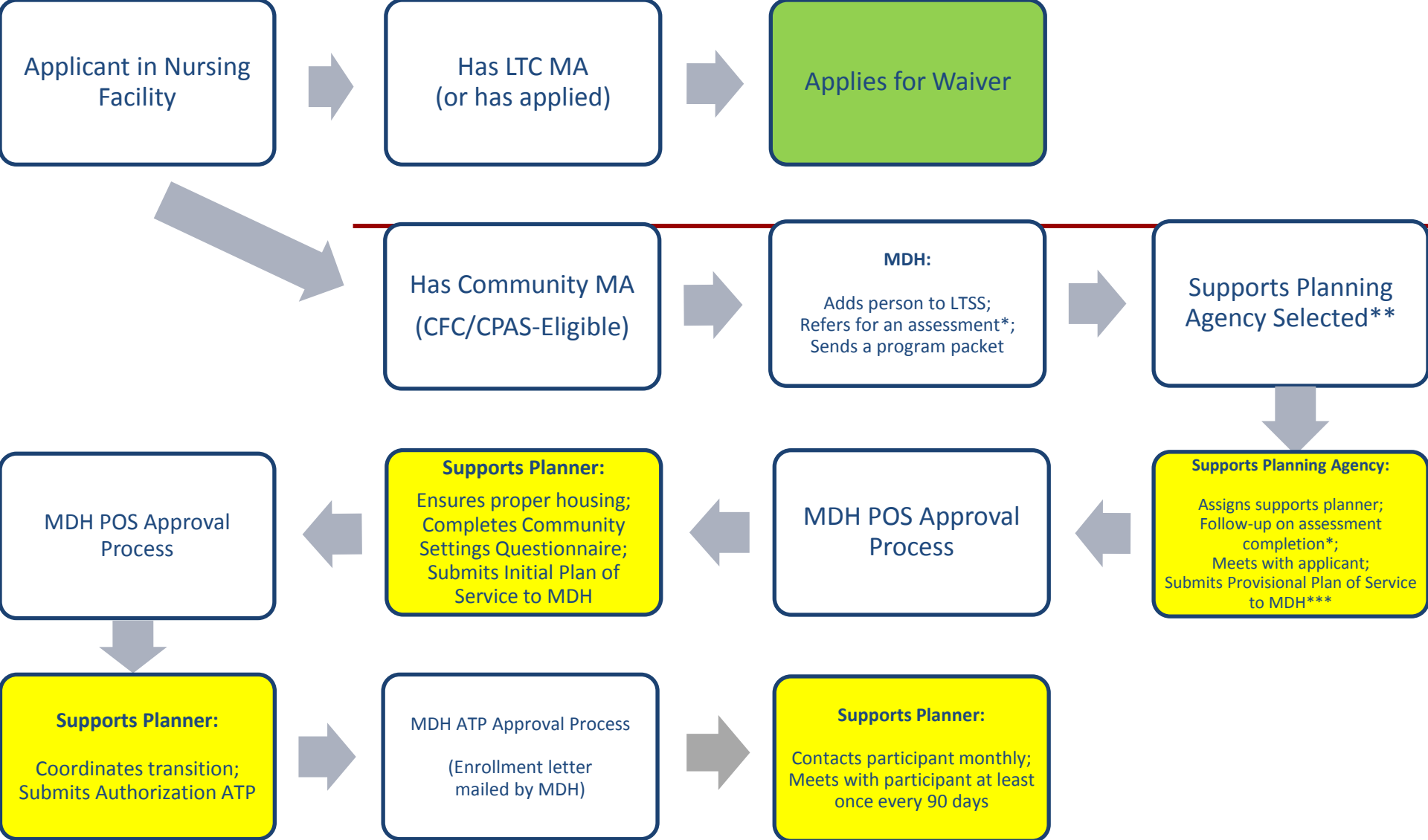
- Nursing facility residents may qualify for both CFC or CO Waiver
  - CFC requires the participant to be Community Medicaid eligible.
  - CO has a higher income threshold and requires additional financial review.
- Community Medicaid residents in a NF
  - May apply immediately for CFC services.
  - Once a Plan of Service is approved, transition process may begin.

# CFC or CO Waiver?

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- LTC MA residents in a NF
  - Must have at least 30 days with LTC MA
  - Must complete an application and meet financial requirements
- Applicants may want to access the waiver even if they qualify for CFC
  - The waiver offers additional services such as Assisted Living
- A registry of people interested in applying to the CO waiver who are currently living in the community exists
  - People are invited to apply as slots become available
  - Application process is the same, however, no transition plan is necessary

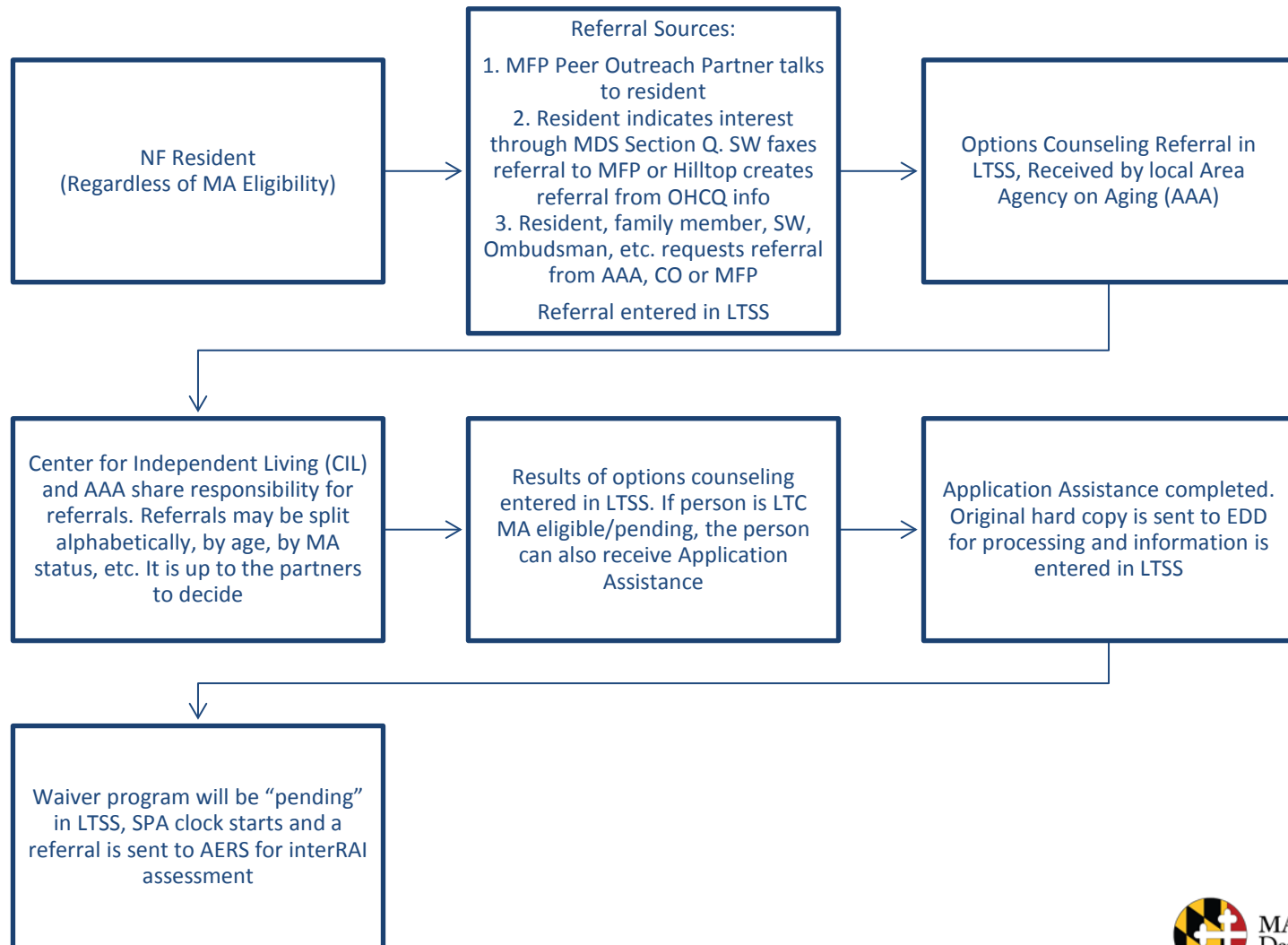




**Supports Planner responsibilities in yellow**

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# MFP Options Counseling Referrals

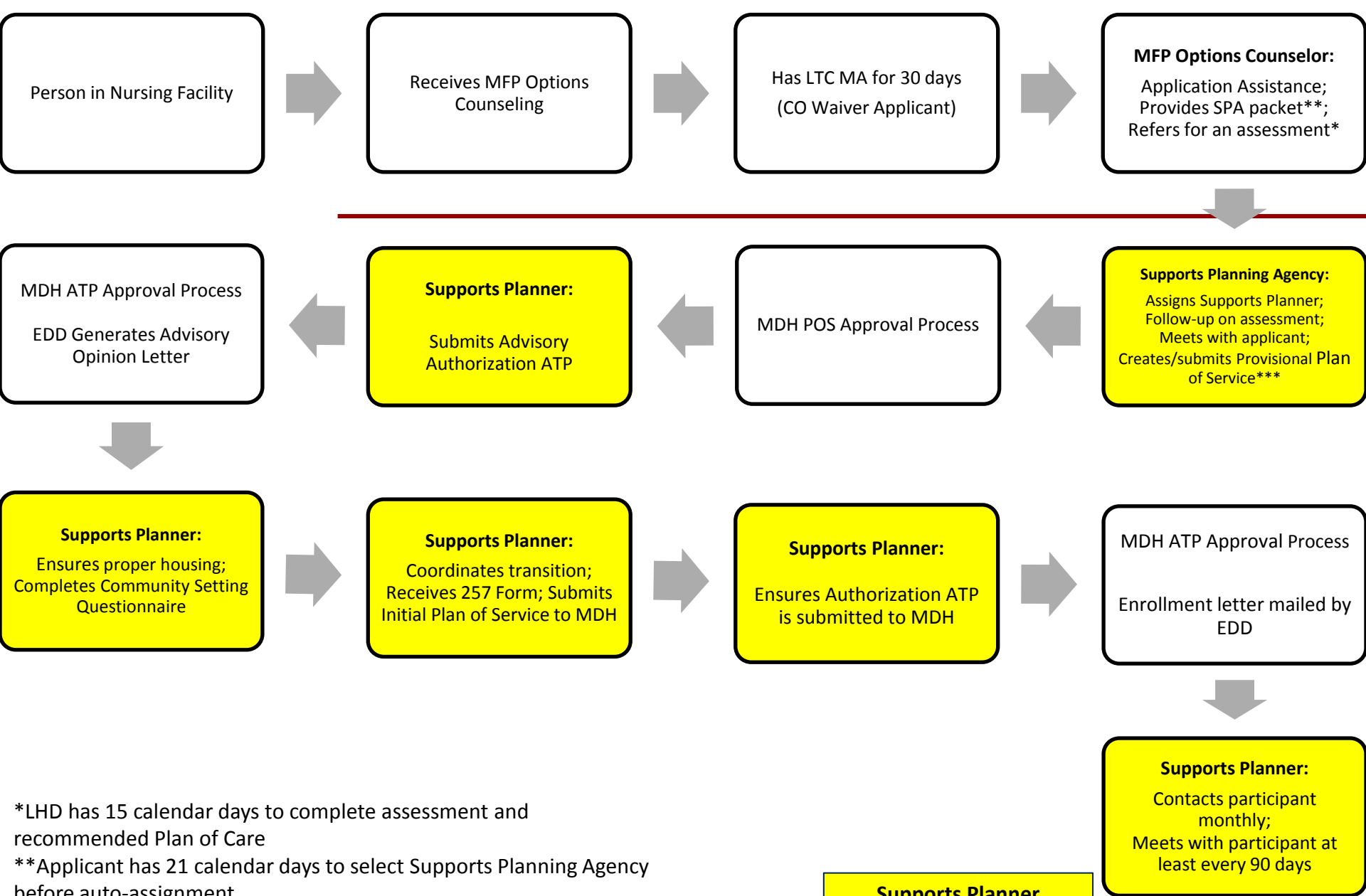


# Coordinating Discharge & Transition

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- Once the transition process begins, the person may need additional items and services to assist them in the move
  - Transition services and MFP Flex Funds are available for items necessary to transition and must be added to the Plan of Service
    - Items such as plates, microwave, mattress, etc.
  - Transportation must be planned
  - Sufficient medications must be planned

More detail in a future course



\*LHD has 15 calendar days to complete assessment and recommended Plan of Care  
 \*\*Applicant has 21 calendar days to select Supports Planning Agency before auto-assignment  
 \*\*\*Supports Planner has 20 calendar days to submit the POS

**Supports Planner responsibilities in yellow**

# Intent to Apply Form

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- Nursing Facility Representatives and/or Community Representatives may submit the DHR/FIA 9709 (application form), and the MDH 4245 (Physician Report), with the OES 014 (Intent to Apply for Waiver Services form) to begin the LTC/Waiver Services application process
- EDD will be able to receive the Intent to Apply for Waiver Services form without requesting a waiver services application, if the form is received within six months from the original LTC application date
- For example, if a Nursing Facility resident applies for LTC MA on September 19, 2017, an Intent Form may be completed (in lieu of a full CO application) through February 28, 2018

## Intent to Apply For Waiver Services

This form is to be utilized for individuals who have already applied for LTC Medicaid and now intend to apply for waiver services within the six month consideration period of the LTC application. This form is forwarded to the Eligibility Determinations Divisions (EDD) located at 6 Saint Paul Street, Suite 400, Baltimore, MD 21202.

Applicant/Recipient Information: (Please Print)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

CID #: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

What waiver are you applying for?

- Home and Community Based Options Waiver  Adults with Traumatic Brain Injury  
 Community Pathways & New Direction Waivers for Individuals with Developmental Disabilities

Have you completed a Long-Term Care application?

- Yes If yes, please provide the date the application was completed: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 No (A long-term care application must be completed prior to submitting this form.)

Are you currently enrolled in a Medical Assistance Program?  Yes  No

Authorization to Release Information:

I give permission to the State of Maryland as an applicant/recipient of Medical Assistance to release information to assist in the waiver application process. This authorization is valid for 12 months from the date of signature.

Applicant/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized agency/person to assist in the waiver application process:

Name: \_\_\_\_\_ Agency/Facility: \_\_\_\_\_

Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Signature: \_\_\_\_\_

# Waiver Application Process

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- Nursing Facility residents are assisted in completing applications by Options Counselors funded through the Money Follows the Person (MFP) Demonstration
- For individuals who have Long Term Care Medical Assistance benefits, the Options Counselor will complete and submit the waiver application and enter the information into the tracking system
  - Application reviewed by the Eligibility Determinations Division (EDD)
- Entering the application in the tracking system will trigger:
  - The referral for the InterRAI assessment
  - The 21 day clock for assignment of a SPA
- During transition, a 257 will be completed by the Nursing Facility

# The 257 Form

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- The 257 Form is a document used by the nursing facility, the utilization control agent and MDH
  - For purposes of the waiver, the 257 Form notifies MDH that a person has left, or is leaving, the facility
    - Eligibility status must be changed from LTC MA to Community MA
    - Program providers will not be paid if eligibility is not changed



# Waiver Application Process

- A waiver application expires on the last day of the 6<sup>th</sup> month from the month the application was submitted
  - For example: If the application was signed September 19, 2017, it is valid through February 28, 2018
- If an applicant has not transitioned within the 6 months, it is the Supports Planners' responsibility to submit a new application to EDD and enter it into the tracking system
  - The application itself is **mailed** to EDD
  - The date submitted is entered into LTSSMaryland
    - EDD will receive an alert

Application						Documentation Reminder	Add
Program Type	Last Modified Date	Last Modified By	Date Stamp on Application of Receiving Agency	Application Submit Date	Status	Active	Actions
CO	01/09/2017	Maslak, Amy	01/05/2017	01/09/2017	Submitted	Yes	<a href="#">Details</a>

# Waiver Registry Applicants

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- Only individuals who receive an invitation to apply from the waiver registry can apply to the waiver from the community
  - The waiver programs reached their budgetary caps in 2003
  - A registry of people interested in applying was created
  - As slots become available, invitations to apply are sent to the next group of people on the registry
  - There are currently nearly 24,000 people on the registry
- If a person needs the higher income threshold of the waiver program, they must wait on the registry and are not eligible for services
- Supports Planners assist applicants with completing the waiver application and gathering supporting documentation

# Waiver Registry Applicants

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- The application is not considered complete until all supporting documentation is submitted with the application to EDD
- The Supports Planner should complete and submit the waiver application within 5 business days of the initial meeting
- Adding the waiver application into the tracking system will alert the LHD to perform the assessment
- If a person's application expires, they do not have a chance to reapply