

DDS ACS WAIVER RENEWAL

FORM CHANGES

GENERAL FORM CHANGES

- Added DDS ACS number to all forms preparing for web based system that is being developed
- Will need to use new forms for all plans March 1, 2010 forward
- If have already submitted/completed plan for March 1, 2010, will accept work and may request additional information
- Removed rates from all pages
- Added checkboxes to reduce work

USE OF FORMS

- On forms click to start entry in first box then tab
- If you do not tab to next field for entry, it will reformat the forms and have lines that are not correct

SOCIAL HISTORY DDS ACS 103

- Added online form so can type in responses
- Deleted parents Social Security Number

AREAS OF NEED DDS ACS 104

- Changed from landscape to portrait
- Changed form so can type information

WITHDRAWAL FORM DDS ACS 105

- Added heading for each section so is clear which section to complete for waiver services, waiting list and applicants.
- Added – My appeal rights have been explained to me and I am aware that voluntary withdrawal means appeal rights are forfeited.
- Added – I do/do not want the 90 day transition period before my waiver services close.

PLAN NARRATIVE FORM DDS ACS 108

- Added plan of care begin and end date
- Added - plan must be submitted 45 days prior to POC expiration and explanation if not.
- Added – Invitations must be sent at least five business days prior to the meeting and explanation if not
- Added – Staff and guardian trained on all medication and side affects
- Added - Who administers medication
- Added – How is medication times and administration of dosages documented
- Backup plan listed examples of emergencies such as fire, flood, power failure

PLAN NARRATIVE FORM (continued)

- Assurance of health and safety added - specify preventive measures if risks are exhibited
- Added checkboxes under safeguards to assure participant rights
 - Emergency drills
 - First Aid Kit
 - Fire Alarms
 - CO2 Alarms
 - Seat Belt Usage
 - Adaptive Equipment
 - Emergency 911 Registry
 - Elopement
 - Aggression toward others
 - Training for Behavior/Medical Issue
 - Training health and safety of caregiver
- Added each service under justification
- Added lines under increase/decrease in days for explanation of request for more/fewer days
- Added line under increase/decrease in plan amount for explanation of more/fewer dollars

PLAN NARRATIVE FORM (continued)

- Added lines under transportation for how much transportation is requested, explanation of more/fewer miles
- Changed bid requirement on adaptive equipment/environmental modifications to \$1,000
- Separated adaptive equipment and environmental modification
- Adaptive equipment/environmental modifications added question on if EPSDT obtained for children

PLAN NARRATIVE FORM (continued)

- Added to “direct care staff serve more than one person” was time pro-rated and what percent of time applies to person
- Added is direct care staff related to waiver participant
- Added checkboxes for has reference check, central registry, criminal background, alcohol and drug screen, and minimum training been completed
- Added line for is waiver payer of last resort
- Added lines for Case Manager phone number, email and fax number

RISK ASSESSMENT DDS ACS 109

- Required form – CMS requires risk assessment
- Can use additional forms if want to
- Must have consistent information for reporting to CMS

PRO RATED STAFF FORM DDS ACS 110

- Changed name from Shared Staff to Supportive Living Pro-rated Direct Care Staff form
- Deleted community experiences must add as part of supportive living staff
- Added transportation as part of supportive living costs
- Added line for respite so will be figured into indirect costs
- Changed transportation rate to 42 cents per mile

PLAN REVIEW SHEET DDS ACS 201

- Added partial approval as further clarification on pended in part
- Added under additional information number of times requested, need Medicaid recertification, need justification why plan submitted late
- Removed ICF/MR level of care determination and will use DHS 704 instead

INTERIM/INITIAL PLAN DDS ACS 205

- Added check box to clarify if is interim (no money) or initial (with money)
- Deleted all services except supportive living and case management

PLAN FORM DDS ACS 703

- Changed from MAPS to Person Centered Service Plan – CMS terminology
- Demographics page added line for mailing address
- Outcomes page changed to list objectives first, then frequency of review instead of date, added examples of generics, changed last column to outcomes/barriers
- Supportive living worksheet deleted community experiences and transportation and added level of care information

PLAN FORM (Continued)

- Adaptive equipment page added unit definitions and added community transition services
- Budget page added community transition services and transitional case management - deleted community experiences and transportation – added units field for fixed rate services
- Cooperative agreement page added people attending were invited by me and providers in plan were chosen by me
- Physicians page added intellectual disability, added line to list psychotropic and non-psychotropic medications separately, added line to check if psychotropic medication is for behavior, clarified medication management plan is for all medication listed