

**DEVELOPMENTAL DISABILITIES SUPPORTS DIVISION**

**DIRECTOR'S RELEASE (DR)**

**EFFECTIVE DATE:** August 1, 2010

Signature Date:	July 6, 2010
FROM:	<i>Signature on File</i> _____ <b>Mikki Rogers, DDS Director</b>
TO:	All DD Waiver Providers, DFI Staff and Surveyors
SUBJECT:	Approval of all Annual Individual Service Plans by Molina-TPA

I. **SUMMARY:** The Developmental Disabilities Supports Division will require Case Managers to submit all Annual Individual Services Plans (ISP), to the TPA- Molina Healthcare of New Mexico, for review and approval. This applies to all Annual ISP submissions received by Molina after July 31<sup>st</sup>, 2010. The purpose of this change is to further comply with the Center for Medicaid Services requirements regarding review of ISPs. This change further ensures that all DD Waiver ISPs are adequate, and reflect the necessary supports and services to increase independence.

II. **SPECIFIC SECTION OF THE REQUIREMENT AFFECTED BY THIS RELEASE:** This Release will supersede the DD Waiver Standards, Chapter 4 Case Management, Section III. Case Management Requirements, H.1-4 and I. Case Management Approval of the MAD046 Waiver Review Form and Budget. (1): *“Case Management Providers are authorized by DDS to approve ISPs and budgets (including initial, annual renewals and revisions) for all individuals except as noted in section I of this chapter. This includes approval of support plans and strategies as incorporated in the ISP. “*

III. **REQUIREMENT AMENDMENTS (S) AND CLARIFICATIONS**

- A. The following required portions of all Annual Individual Service Plans will be submitted to the TPA- Molina, for review and approval: The Face Sheet, the page containing the Vision Statement, and the Action Plans with Outcomes.
  
- B. The Case Manager reviews the annual Budget, and submits the MAD046 Budget and the above specific sections of the ISP to Molina for review.
  
- C. Molina-TPA approves the Annual ISP, and data-enters the budget into the Billing system. The Annual Budget will not be data-entered until the ISP is approved. If not approved, the TPA follows their procedure for requesting additional information or Denial.

**Developmental Disabilities Supports Division  
Procedure for Submission of Annual Individual Service Plan  
To Molina-TPA**

*June 26, 2010*

**Effective for all Annual Individual Service Plans, (ISPs) received by Molina-TPA after July 30, 2010**, the Case Manager will submit the following sections of the ISP to the TPA for review and approval: The Face Sheet, the page(s) containing the Vision Statement, and the Action Plans with Outcomes. In addition to this, The Case Manager also reviews the annual Budget, and submits the MAD046 Budget to Molina for review, along with the above portions of the ISP.

Molina-TPA will review the above submitted sections of the Annual ISP and MAD 046 budget, using the following criteria:

**Procedure for Review:**

1. The Molina-TPA reviewer will check to make sure that the following documents present:
  - b. **The Face Sheet** of the ISP.
  - b. **The Vision Statement** page of the Individual Service Plan.
  - c. **Action Plan pages**, including **Outcomes for all Life Areas of the ISP**, including LIVE, WORK/LEARN, HAVE FUN/ DEVELOP RELATIONSHIPS. There may be an additional area: OTHER AND/OR HEALTH.
  - d. The **MAD 046 Annual Budget**
2. The Molina –TPA reviewer will check the submitted documents for completeness and accuracy, including the case manager’s signature and date on the MAD 046.
3. The Molina –TPA reviewer will check to see that the ISP meets the following criteria:
  - a. The effective dates on the Face Sheet of the ISP match the MAD046 annual effective dates.
  - b. A Vision Statement(s) is completed.
  - c. There is an Outcome statement for each Life area which requires it.
  - d. The Outcome Statement for each Life area is measurable, - it can be readily determined when the outcome will be accomplished, or completed.
  - e. The Action Plans each state who is responsible to support the Individual in achievement of this Outcome. Services included in the budget support implementation of these Action Plans.
4. If the criteria above are met, services will be reviewed, and entered into Omnicaid, by MHNM -TPA.

5. If the criteria above are not met, the process for issuing a Request for Information Letter (RFI ) will be followed.

**Appendix A. Table of Life Areas requiring Outcomes:**

<b>VISIONS AND ACTION PLANS</b>			
<b>LIVE</b>	<b>WORK/EDUCATION/ VOLUNTEER</b>	<b>FUN/ RELATIONSHIPS</b>	<b>HEALTH/OTHER</b>
<b>Supported Living</b>	<b>Employment</b>	<b>Supported Living</b>	
<b>Family Living</b>	<b>Adult Habilitation</b>	<b>Family Living</b>	<i>*As Individual's</i>
<b>Independent Living</b>	<b>Community Access</b>	Independent Living	<i>needs &amp; preferences</i>
		Community Access	<i>require</i>
		Adult Habilitation	

In rare instances, an individual may choose not to have a DD Waiver funded services or Desired Outcome for a life area where everything is going well and he/she prefers to prioritize outcomes for the other life areas.

- In this case, **the rationale for not including a Desired Outcome for that particular life area must be stated in the Desired Outcomes box.**
- This rationale should include a summary of the outcomes the individual has already achieved for that life area, including related valued roles and relationships. For example, if the individual is happy to continue living with his/her sister, and the individual does not desire, nor require any funding/services in that setting, then a rationale could be made for not having a Desired Outcome in the area of "Live". Part of the rationale should summarize the individual's valued role within the family and neighborhood and the outcomes already achieved in that home setting.

**A Desired Outcome is required for each live area for which the individual receives paid supports through the DD Waiver.** (See table above) Even if the individual does not receive paid supports in a particular life area, the individual may still choose to have a Desired Outcome based entirely upon natural supports included in the ISP. For example: LIVE Desired Outcome: I would like to host my knitting club at our house without my family present, once every three months.

**(Bolded Services in the table require Action Plans in the areas listed, as per DD Waiver Standards).**