

COMPANION GUIDE -SUPPORTS WAIVER TRANSITION TO DD / MI VIA WAIVERS

The purpose of this document is to serve as a guide for Supports Waiver Closures is to be used in conjunction with HSD’s 1915c Waiver Allocation & Transition Guide.

		Discharging CSC Agency	Receiving Agency
1	Receipt of DD/Mi Via Allocation	Follows current Individual Transition Plan Checklist, schedules a transition meeting with the receiving agency where documents will be transferred.	Works with the discharging agency to attend a transfer meeting to receive documents and determine a transition date.
2	Client Information Update (CIU) Form	Receives a copy of the submitted CIU from the receiving agency.	Submits CIU to ISD to include new waiver and new CM/ Consultant agency. Submits a copy of the CIU to the DDS Regional Office. CIU must include the effective dates of change that corresponds to the budget start date of the new waiver.
3	JIVA – Pending SW Level of Care (LOC) <i>COE 096 is pending</i>	CSC will add a notation in the JIVA SW LOC episode requesting that the TPA “Void the SW LOC episode as the participant has received an allocation to the DD or MV Waiver” .	See LOC and ISP/SSP Process See HSD Transition Allocation and Transition Guide is in SW Toolkit.
4	LOC Dates	Supports Waiver Level of Care (LOC) Dates do not transfer to DD / Mi Via. Note: When LOC is Pending Approval in JIVA CSC will add a notation in the JIVA SW LOC episode indicating the participant has received an allocation to the DD or MV Waiver” .	The TPA will create a DD/MV LOC episode in the JIVA system. The Case Manager or Consultant will submit a new/initial LOC packet with the required program documents.
5	ISP and Budget Development	CSC will submit a close out budget through the FMA Portal for the Participant Directed Service Model and to the TPA for the Agency Based Service Model. CSC must ensure that the final number of units are captured correctly on the close out budget, taking into account units pending payment through the end date. Closure budget will end the last day of the month ensuring that there is no gap in service with the receiving waiver. SW ISP dates do not transfer to MVW or DDW. Note: When budget is Pending Approval in JIVA *CSC will add a notation in the JIVA SW Budget episode requesting that the TPA “Void the SW budget episode as the participant has received an allocation to the DD or MV Waiver” .	ISP/SSP and budget process for new waiver assuring that there is no gap in services. Submission of budget to TPA can occur after LOC and COE process for new waiver is complete

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6	Therap Reporting	For individuals who do not have an active budget : Finalize SW Offer Notes and Submit. For individuals who have an active budget : Continue to complete the <i>SW Monthly Monitoring reporting note</i> until the transition is complete. The final monthly reporting form should detail the transition meeting and the agreed date of transfer.	Begin Allocation Reporting Form (ARF) for DD and Mi Via when PFOC received.
7	Therap Individual Demographic Form (IDF)	Discharge the individual from your agency when: <ul style="list-style-type: none"> ➤ Changing from your CSC agency to another CSC/CM agency; ➤ Withdrawing from the SW without a DDW allocation; or ➤ Transitioning to Mi Via When the individual is transitioning to DDW and staying with your agency for case management, update the ID Type dropdown with the <i>(current region), DD Waiver in Individual Detail</i> . See Therap help and Support: https://help.therapservices.net/app/answers/detail/a_id/352/kw/discharge https://help.therapservices.net/app/answers/detail/a_id/359/kw/individual%20details#IDF-IndividualDetails	For DDW: If receiving agency is new, DDSD Therap Unit will refer to your agency when allocation is complete according to usual process For Mi Via: No action needed
8	Notify DDSD	Submits Client Information Update (CIU) and Individual transition Plan (ITP) to Regional Office Supports Waiver Liaison through Scomm	No Action Needed
9	Training Hub	For Agency Based: No action needed For Participant Directed: Notify SW CDD Training Hub through Therap Scomm to deactivate the participant	No action needed
10	Billing	Bills through date of transfer according to COE status.	Bills according to program rules.