

Role of the WSC in Cost Plan Rebasing Revised

The 2007 Florida Legislature passed legislation which requires the Agency for Persons with Disabilities (APD) to rebase cost plans for individuals receiving Medicaid waiver services effective **January 1, 2009**.

The Agency will review the annual expenditures for the individual during FY 07-08. If the FY 07-08 expenditure total is less than the current approved cost plan, the plan will be reduced to the FY 07-08 amount plus 5 percent. The individual will be required to adjust his or her cost plan within those limits.

1. The area office will send via Zixmail a revised spreadsheet of individuals to each WSCs including who is affected by the rebasing effort and the new cost plan amount. The Area APD office will supply WSCs with copies of the sample rebasing notices being received by individuals for their information and reference.
2. APD will mail notices to all individuals affected by cost plan rebasing to notify them that their current cost plan totals will have to be adjusted to meet the requirements of the law. The notices contain specific data on the fiscal year 07-08 expenditures and the rebased cost plan amount for the person, as well as a Notice of Hearing Rights and a Hearing Request form. Individuals with guardians identified in the guardian field in ABC will have notices sent to the name listed in this field rather than directly to the individual receiving services. Note: WSCs will not be requested to furnish a copy of the Amendment Request Form or Notice of Hearing after meeting with the individual on cost plan modifications as specified in the original procedures.
3. The WSC will contact all individuals they support to assist people in understanding the cost plan rebasing law. For individuals who will not be affected the WSC will discuss cost plan rebasing and answer any questions that they may have about how services will continue. The WSC will inform people who were on the original list, but who will now not be affected by the revised cost plan rebasing data, and answer any questions that they may have about how services will continue.
4. The WSC will meet with individuals and families that are impacted to discuss their spending levels for the cost plan FY 2007-2008 and the new limit for the FY 08-09 cost plan year and begin assisting individuals in prioritizing their cost plans, as applicable.
5. If the Area APD office receives an undelivered letter from the post office, the WSC will hand delivery within 2 business days, or will directly contact the person and/or family/guardian to verify the correct mailing address. The WSC will document the hand delivery in their case notes. The Area APD office may also hand deliver the notice if the person or family/guardian provides an updated address, and shall document the hand delivery. Within 2 business days of being notified of an address correction, WSC must confirm to the Area office that they have input all address corrections into the ABC system to improve the accuracy of the client demographic fields.
6. Using strategies similar to those used for the tier assignments assist the individual to reprioritize the current year cost plan services, based on his or her needs and preferences, to fall within the new cost plan limit. The following strategies may be useful in the reprioritization of services:
 - Review the spending patterns for FY 07-08 and use similar levels of support to adjust the FY 08-09 cost plan.
 - Determine if there are any service overlaps or redundancies that could be eliminated.

- Review any one-time expenditure the individual has requested and determine if the need still exists or if other services are a higher priority than the one-time purchase of equipment, etc.
 - Review cost plans to determine if the service can be provided at a lower rate, e.g., transportation has a negotiated rate so some providers may charge less for the service. Coordinated Transportation policies still apply.
 - Maximize the use of “stepped rates”, when possible, for services such as companion or in-home supports. The service will be less costly at the 1:3 ratio than the 1:1 ratio.
 - Consider Limited Support Coordination.
 - Help build and encourage the use of non-paid supports in the community to maximize natural supports available.
7. The WSC will inform the individual or family of all factors that influence the cost of a service so that the best decision can be made.
 8. The WSC will update the support plan as needed.
 9. The WSC will assist individuals with continued cost plans as a result of filing for a fair hearing as described in these procedures to modify their cost plan to come within the amount required for cost plan rebasing. Cost plans shall be modified, if required, regardless of the status of the hearing request.
 10. The WSC will prepare an Amendment Request Form to reflect the service changes and submit it to the area office by **January 6, 2009**. The WSC will notify the Area office if, for any reason, cost plan modifications will not meet the deadline and efforts to meet the deadline will be documented in casenotes.
 11. The WSC will be able to alert affected providers whether or not their service levels will be changing, and that a formal service authorization will be sent to the provider to confirm any changes by the first of **January 2009**.
 12. The Area APD office will notify the WSC when ABC has been updated and cost plans approved no later than **January 15, 2009**.
 13. The WSC will furnish a copy of the revised cost plan to the individual/family/guardian.
 14. The WSC will explain and review with the individual the changes and limits in the revised cost plan, to assure that there are no misunderstandings.
 15. The WSC will send updated service authorizations to all affected providers. If a new cost plan has been initiated for a service, the WSC must provide the revised service authorization for the cost plan that ends 12/31/08, as well as the new service authorization that runs 1/1/09 through 6/30/09.