

WSC ADVISORY #2018-008
ANNUAL FISCAL YEAR COST PLAN CONTINUATIONS

ACTION REQUIRED

EFFECTIVE DATE: MARCH 28, 2018

This advisory informs Waiver Support Coordinators (WSCs) and Consumer Directed Care Plus (CDC+) Consultants of action steps they need to take to ensure that service plans/cost plans for Fiscal Year 2018-2019 are approved, verified, and service authorizations are issued to providers prior to July 1, 2018. The Agency for Persons with Disabilities (APD) is automating as much of this process as possible to reduce the workload of WSCs, CDC+ Consultants, and APD staff.

Effective immediately, APD is initiating the following annual computer update activities to continue cost plans into Fiscal Year 2018-2019, which runs from July 1, 2018 through June 30, 2019. **WSCs and CDC+ Consultants must take all appropriate actions for all Fiscal Year 2018-2019 cost plans/service plans on their caseloads no later than May 31, 2018.**

IMPORTANT: On April 10, 2018, APD will be implementing computer system updates to create continuation service plans/cost plans for Fiscal Year 2018-2019 using the current approved Fiscal Year 2017-2018 service plans/cost plans. Prior to that date, all Fiscal Year 2017- 2018 cost plans/service plans must be in approved status by no later than midnight on April 9, 2018. If the WSC is submitting service plans/cost plans prior to April 9, 2018 that require APD approval, they must be submitted no later than April 7, 2018 to allow time for APD processing. Any service plans/cost plans from Fiscal Year 2017-2018 in draft or pending status on April 10, 2018 will be deleted, and the WSC and CDC+ Consultants will need to follow the instructions under Section II to recreate these service plans/cost plans for next fiscal year.

The procedures below must be followed statewide. WSCs and CDC+ Consultants who need assistance should contact their APD Regional offices for help. **To accomplish the continuation of service plans/costs plan into next fiscal year, the iBudget system will be temporarily unavailable on April 10, 2018 and April 11, 2018. The iBudget system will be back up and available beginning April 12, 2018.**

I. APD Responsibilities

- A. APD will copy most service plans/cost plans into Fiscal Year 2018-2019 in an **approved status** as duplicates of the Fiscal Year 2017-2018 service plans. APD will perform this task on April 10 and 11, 2018.
- B. APD will send WSCs and CDC+ Consultant a list of consumers who are in situations below. Although these service plans/cost plans will be in an **approved status**, WSCs will need to pay special attention to these cases to ensure that the services are annualized correctly. See Section II. D. for specific instructions. The lists will identify the following:
 - 1. Consumers whose residential habilitation services ended, and personal supports is not in place to ensure correct annualization of current service needs in the new fiscal year cost plans/services plans.

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2. Consumers whose personal supports ended, and residential habilitation services initiated to ensure correct annualization of current service needs in the new fiscal year cost plans/services plans.

C. APD will not copy the following service plans:

1. One-time services:

- a. Durable Medical Equipment
- b. Environmental Accessibility Adaptations
- c. Dental
- d. Personal Emergency Response System Installations
- e. Assessments: Physical, Speech, Occupational, Respiratory Therapy, Nursing, Specialized Mental Health, Environmental Accessibility Adaptation, and Behavior

2. Service plans that ended prior to June 30, 2018.

3. Behavior Assistant services will not be copied since the iBudget Handbook requires 6-month approvals.

D. On April 10 and April 11, 2018, APD will copy the following service plans into a **draft status** for WSCs and CDC+ Consultants to review and build the new service plans/cost plans for Fiscal Year 2018-2019. These cost plans must be completed and submitted to APD for approval no later than May 10, 2018. APD will provide a list to WSCs and CDC+ Consultants so that they are aware of the services plans/cost plans that were copied in draft status based on at least one of the following criteria and rationale:

1. Consumers who turned 21 during Fiscal Year 2017-2018 to ensure that any new service array that occurred due to the age change is accurately reflected in the new fiscal year cost plans/services plans.
2. Consumers who do not have a full year cost plan due to being newly enrolled on the iBudget Waiver during Fiscal Year 2017-2018 to ensure correct annualization of current service needs in the new fiscal year cost plans/services plans.
3. Consumers who had a SAN decision and the approved budget has not been updated by APD because the WSC or CDC+ Consultant must first update the service plans to reflect approved amounts within the new approved budget amount. In these situations, no hearing was requested, and the new budget must be implemented.
4. Consumers who moved between the CDC+ Program and iBudget Waiver during Fiscal Year 2017-2018 to ensure correct annualization of current service needs in the new fiscal year cost plans/services plans.

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E. APD will copy the notes on existing services plans as follows:

1. APD will copy the most recent note entered on the service plan screen; and
2. APD will input a note into all service plans that reads, “*Documentation must be submitted to the WSC prior to billing.*”

II. WSC and CDC+ Consultant Responsibilities.

The following are responsibilities for WSCs and CDC+ Consultants.

- A. Ensure that every consumer has approved Fiscal Year 2017-2018 service plans/cost plans in iBudget system no later than April 9, 2018. Cost plans in draft and pending status will be deleted to prepare for Fiscal Year 2018-2019. The WSC or CDC+ Consultant must review and build the new service plans/cost plans for Fiscal Year 2018-2019 for those that were in pending status.
- B. Review the new Fiscal Year 2018-2019 cost plan and services plans for each consumer being served by the WSC and CDC+ Consultant and update any service plans that require change.
- C. Review the service plans/costs plans and make changes as appropriate so that each consumer’s service needs are accurately reflected in the 2018-2019 Fiscal Year services plans/cost plans.
 1. Delete service plans for services that have ended and are no longer needed by the consumer.
 2. Delete or cancel service plans for any provider that is no longer rendering services and ensure that the correct provider has appropriate service authorizations.
 3. Ensure that the notes on service plans specify service provision. The notes should provide direction to the provider describing the ways services are to be provided and not duplicate information already identified on the service authorization.
 4. Add one-time services as needed for Fiscal Year 2018-2019. This includes all needed Adult Dental services.
 5. Ensure that the units reflect accurate service provision for the consumer and allow for the annualization of funds to meet needs through the entire upcoming 2018-2019 Fiscal Year. This is particularly important if unutilized service plan units or reserve funds were moved to the 4th quarter of the FY 2017-2018 cost plan.
 6. Ensure service plans entered are in compliance with the Developmental Disabilities Individual Budgeting Waiver Services Coverage and Limitations Handbook (*July 2017*). Some examples include, but are not limited to:

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- a. Respite and Personal Supports cannot be provided at the same time.
 - b. Personal Supports is for consumers 21 or over unless the consumer is in supported or independent living.
 - c. Respite is for consumers under 21.
7. Ensure consumable medical supplies and personal care items are not on plans for consumers under the age of 21 since they are covered by Medicaid State Plan.
 8. Ensure service plans are in compliance with any *Notice of iBudget Amount* that has become final and for which no hearing is pending.
- D. Review the list of individuals who are identified in Section I. B., if any. Update the service plans/cost plans in accordance with the requirements in Section II.C. Check for the following and update the service plans/cost plans accordingly:
1. Check and ensure that any personal supports or residential habilitation services are annualized correctly in accordance with needs.
 2. Check and ensure that if the individual moved into a licensed facility, the personal supports are no longer authorized on the plan. However, residential habilitation may need to be annualized on the Fiscal Year 2018-2019 plan.
 3. Check and ensure that if the individual moved out of a licensed facility into the family home, supported, or independent living, the residential habilitation is no longer authorized on the plan. However, personal supports may need to be annualized on the Fiscal Year 2018-2019 plan.
 4. Check and ensure that if the individual had residential habilitation by the day in Fiscal Year 2017-2018 due to being in the licensed facility for less than 24 days during a month, that daily rates are converted to monthly rates for times when the individual will be in the home for 24 days or more during the month.
- E. Review the draft service plans/cost plans specified in I.D, if any. Build the service plans/cost plans in accordance with requirements in Section II.C. Complete the cost plans in the iBudget System and submit to APD for approval no later than May 10, 2018.

III. Special Instructions for CDC+ Consultants Only

- A. In addition to the instructions under Section II above, the CDC+ Consultant must also complete the following actions:

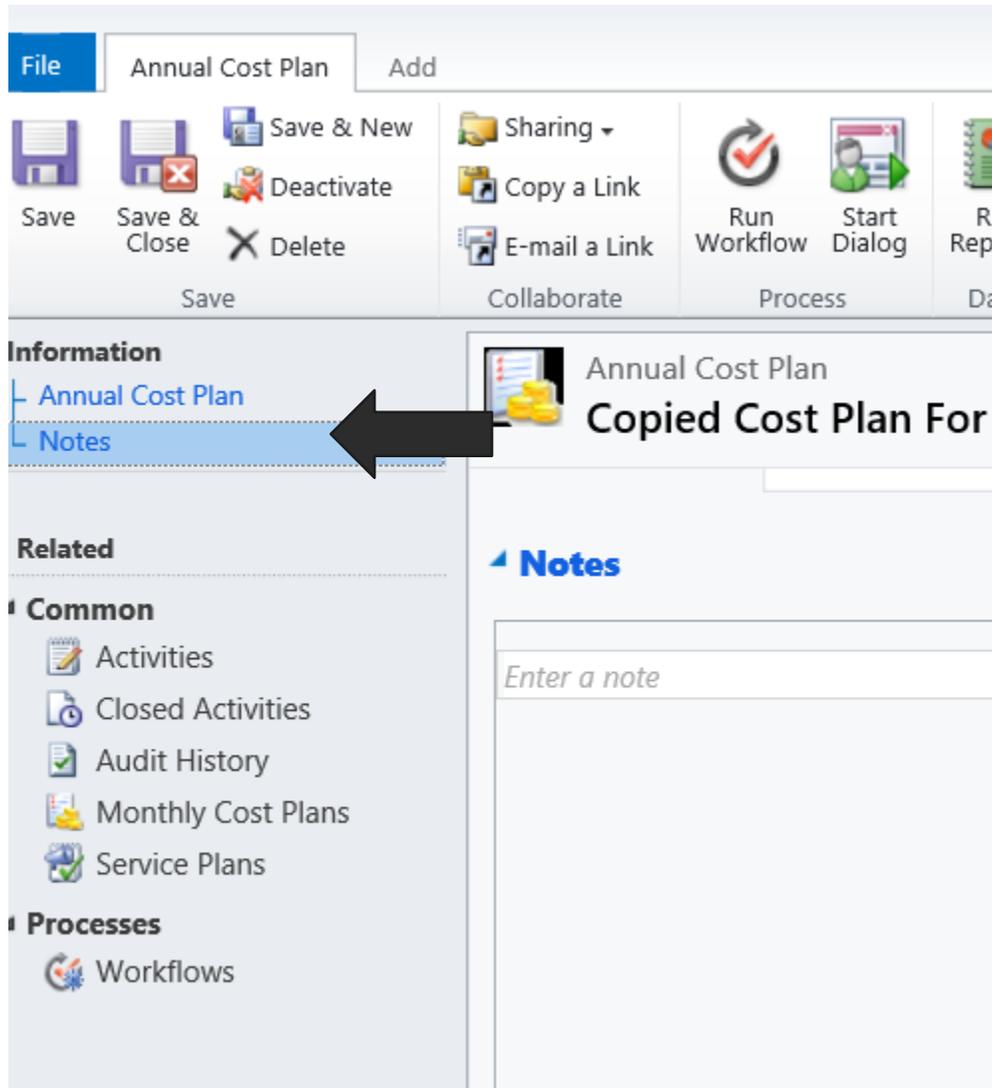
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1. Review and confirm the service code and rate (Full or Limited) is correct for the CDC+ Consultant that was copied over to Fiscal Year 2018-2019. Correct the services code or rate if it is incorrect.
 2. Ensure the service plans copied over meet the consumer's needs and goals identified in their support plan. Add any Short-Term Expenditures (STE's) that were not copied over and ensure they are accurate.
- B. Once the CDC+ Consultant has completed A. 1. and 2 above, CDC+ State Office will review and confirm budgets created by the automated system and send out to all CDC+ Consultants and APD Regional offices the validated CDC+ Budget Calculation Worksheet.
- C. APD will not process Purchasing Plans with an effective date of July 1, 2018. **Any changes needed for July 1, 2018 must be accomplished using a Quick Update.** A new plan is not necessary unless consumer has a lower monthly budget that cannot accommodate the services currently listed on the Purchasing Plan, or they need to hire a new provider, and this cannot be accomplished through a Quick Update.
- D. There will be no New Start enrollments for July 2018 onto CDC+. APD will resume accepting Purchasing Plans for August 1, 2018 for current enrollees and New Starts. If there are any questions, please call CDC+ Customer Service 1-866-761-7043.

IV. WSC and CDC+ Consultant Verification Process

- A. The WSC and CDC+ Consultant must document their review and verification of cost plans and service plans by creating a Note in the cost plan with the following statement, "WSC REVIEWED AND VERIFIED FY 18-19 COST PLAN." WSCs and CDC+ Consultants must take the following steps to do this:
1. After reviewing and verifying cost plan and service plan, from the cost plan screen, click on "Notes."

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2. Type the note, "**WSC REVIEWED AND VERIFIED FY 18-19 COST PLAN**" in the Notes. Click Done.

