Division of Aging: Case Management Consultant On-Line Manual

Family Social Service Administration (FSSA)
http://www.in.gov/fssa/

Division of Aging (DA)
http://www.in.gov/fssa/da/index.htm

*Quality Assurance
*Money Follows the Person (MFP)
*Indiana Adult Protective Services Unit (APS)

Core Standards for Case Management
*DA HCBS Waiver Program Provider Manual, Section 6 Case Management

* Internal Expectations (Team, Sup, WVR Coordinators, case loads, funding knowledge)
*Participant/family dynamics
*Agency dynamics
*State Expectations
*Time Frames; 30 days; 50 days to confirm; LOC every 180 days
*State Required Forms (Refer to Binder)
  Application for Long-Term Care Services (LTC Application)
  Physician Certification for Long-Term Care Services (450B)
  450B Attachment (Form 11)
  Plan of Care/ Cost Comparison Budget S (CCB) Signature Page
  Statement for Freedom of Choice

Case Management Orientation (On-Line Training) http://www.in.gov/fssa/da/4934.htm

General Section:
CMO Waiver
CMO Service Definitions
CMO Case Management

Level of Care Section:
CMO General
CMO Narrative
CMO Skilled Needs
CMO Activities of Daily Living

Miscellaneous Section:
CMO Medicaid
CMO Hearing and Appeals

QA Section:
CMO Intro

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Area Agency on Aging (AAA)
http://www.iaaaa.org

Indiana State Rules and Regulations
Waiver Manual
http://www.indianamedicaid.com/ihcp/Publications/manuals.htm

Medicaid Provider Manuals

HCBS Provider Manual

Indiana Code 12-10
http://www.in.gov/legislative/ic_iac/

Indiana Administrative Code 455 IAC 1.2
http://www.in.gov/legislative/ic_iac/

Division of Family Resources (DFR)
http://www.in.gov/fssa/dfr/4494.htm

Indiana Medicaid – HP website
http://member.indianamedicaid.com/
Aged & Disabled (AD) Manual  
http://www.in.gov/fssa/da/3476.htm

Page 1; 6; 13-17  Purpose of the HCBS Waiver Program
Page 33  Money Follows the Person (MFP); Access and Eligibility
Page 39  Participant Access and Eligibility (MA); Spousal Impoverishment
Page 41-43  Process for Level of Care Evaluations/Reevaluations
Page 49  Freedom of Choice
Page 49  Access to Services by Limited English Proficiency Persons

Service Specifications (pages 50-102)
Page 50-52  Adult Day Service (ADS)
Page 53-54  Attendant Care (ATTC)
Page 57-59  Case Management (CM/CMGT/CMFR)
Page 60-61  Homemaker (HMK)
Page 63-64  Respite (RHOHE/RSKNU)
Page 65-67; 185  Adult Family Care (AFC); Payment for Room and Board
Page 69-70; 185  Assisted Living (AL); Payment for Room and Board
Page 71  Community Transition (CT) {Usually on MFP Care Plans}
Page 73-74  Environmental Modification Assessment (EMOD Spec & Exam)
Page 76-79  Environmental Modifications (EMOD/HOMI/HOMM)
Page 82-83  Health Care Coordination (HCC)
Page 84-85  Home Delivered Meals (HDM)
Page 86-87  Nutritional Supplements (NUTS)
Page 88  Emergency Response System (PERS)
Page 89-90  Pest Control (PEST)
Page 91-93  Specialized Medical Equipment and Supplies (ATCH)
Page 95-96  Structured Family Caregiving (SFC)
Page 97-98  Transportation
Page 100-102  Vehicle Modifications (VMOD/VMODM)

Relevant Information
Page 104-105  Service in Facilities
Page 106  Provision of Personal Care or Similar Services by Legally Responsible Individuals
Page 119-123  Service Plan Development
Page 138-145  Participant Direction of Services (Self Directed Attendant Care Services/ CD-ATTC/PPL)
Page 150-153  Participant Rights: Opportunity to Request a Fair Hearing
Page 153-159  Participant Safeguards: Response to Critical Events or Incidents/ Restraints/ Medication Management/ Health and Welfare
Page 168-171  Quality Improvement
Page 171-173; 178-180  Financial Integrity and Accountability (Auditing)
Purpose of the HCBS Waiver Program
Money Follows the Person (MFP); Access and Eligibility
Participant Access and Eligibility (MA); Spousal Impoverishment
Evaluation/Reevaluation of Level of Care
Freedom of Choice
Access to Services by Limited English Proficiency Persons

Service Specifications (pages 51-107)

Adult Day Service (ADS)
Attendant Care (ATTC)
Case Management (CM/CMGT/CMFR)
Homemaker (HMK)
Residential Based Habilitation (RESHAB)
Respite (RHOHE/RSKNU)
Structured Day Program/ Day Habilitation
Supported Employment
Adult Family Care (AFC); Payment for Room and Board
Assisted Living (AL); Payment for Room and Board
Behavioral Management/Behavior Program and Counseling
Community Transition (CT) {Usually on MFP Care Plans}
Environmental Modifications (EMOD/HOMI/HOMM)
Health Care Coordination (HCC)
Home Delivered Meals (HDM)
Nutritional Supplements (NUTS)
Emergency Response System (PERS)
Pest Control (PEST)
Specialized Medical Equipment and Supplies (ATCH)
Transportation
Vehicle Modifications (VMOD/VMODM)

Relevant Information

Service in Facilities
Provision of Personal Care or Similar Services by Legally Responsible Individuals
Participant-Centered Planning and Service Delivery; Quality Improvement
Participant Rights: Opportunity to Request a Fair Hearing
Participant Safeguards: Response to Critical Events or Incidents/ Restraints/ Medication Management/ Health and Welfare
Quality Improvement
Financial Integrity and Accountability (Auditing)

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Options, Options, Options......Determining the Best Funding and Service Options

- Prior Authorization
  - Side-By-Side Comparison
    http://provider.indianamedicaid.com/ihcp/Publications/bulletin_results.asp#results
  - Hospice, Home and Community-Based Services and Medicaid Home Health Services
    http://provider.indianamedicaid.com/ihcp/Publications/bulletin_results.asp#results

- Division of Aging:
  - AD and TBI Waivers
    http://www.in.gov/fssa/da/index.htm
  - NFLOC
    http://www.in.gov/legislative/iac/T04050/A00010.PDF?
  - CHOICE
    http://www.in.gov/fssa/da/index.htm
  - SSBG
    http://www.in.gov/fssa/da/index.htm
  - Title III
    http://www.in.gov/fssa/da/index.htm

- Division of Disability and Rehabilitative Services (DDRS); FSW and CIH Waivers
  - http://www.in.gov/fssa/ddrs/4312.htm
    Refer to Binder for handouts:
    - Dec 2012 Procedural Guidance
    - Family Supports Waiver & Community Integration and Habilitation

- Medicare, Home Care

- Veterans Administration
  - http://www.va.gov/healthbenefits/access/homehealthcare.asp

Waiver Specialist Operations (Refer to Binder)

- A Waiver Specialist Guide in Reviewing Service Plans
- A Waiver Specialist Guide in Reviewing Level of Care; Eligibility Screens and Level of Care Review Forms
- A Waiver Specialist Guide in Reviewing Requests for Approval, Home Modifications, Equipment, and Vehicle Modifications
- Flow Charts
- Nursing Facility Level of Care; Eligibility Screen with Definitions
- Common Abbreviations
- Guide to RFI/MWU Request Prevention
- Case Management Trainings

Hotlist Management

- AD and TBI CCB Hotlist
- Confirmation Hotlist
- Data Entry Worksheet (DEW) Hotlist
- MWU Requests Hotlist
- ICES Match
- ICM LOC
- ICM RFA
- Slot Management – Waiver Unit Manager
- BDDDS Notices – Waiver Unit Manager

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