

DIVISIONS OF MEDICAID & LONG-TERM CARE AND DEVELOPMENTAL DISABILITIES

Document ID	Title: Children's AD Waiver Initial Process		Effective Date January 1, 2023
Created By: MLTC – Eligibility Operations and SRT Unit and DDD – Service Coordination and E&E Unit	Date Created December 1, 2022	Approved By <hr/> Kevin Bagley, MLTC Director <hr/> Tony Green, DDD Director	Date Approved December 21, 2022

Procedure Statement: This SOP outlines the interdivisional processes across MLTC and DDD for the Children's AD Waiver Initial Process.

Reason for Procedure: The purpose of this SOP is to streamline initial determinations of disability and level of care within the context of eligibility determinations for children for whom AD Waiver services are requested, to achieve a more customer-focused, efficient, and timely result.

Law/Regulation: 477 NAC 3 contains the underlying eligibility timeliness requirement.
 477 NAC 27 contains timeliness requirements for medical documentation.

Scope: This SOP applies to initial Medicaid applications that include a request for AD Waiver services for individuals 17 years of age or younger at the time of application.

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Definitions & Acronyms:

ACCESSNE: Access Nebraska

AD Waiver: Aged and Disabled Waiver

AD Waiver SSW: Aged and Disabled Waiver Social Services Worker

AR: Authorized Representative

ARP: Agency Related Person

CA: Case Aide

Case Folder: The folder created for each child

Child: Person for whom AD Waiver is being applied

Child's representative: Person with sufficient legal authority to act for the child

DDD: Division of Developmental Disabilities

Determination: approval or denial of current disability

DI: Document Imaging

Disability worksheet: form used by SRT to document clinical notes and rationale for the current disability determination

E&E: Eligibility and Enrollment Unit within DDD

Eligibility Operations: Eligibility Operations unit within MLTC

Eligibility Operations SSW: Eligibility Operations Social Services Worker

FTP: Failure to Provide

LOC: Level of Care

MC: Master Case

MHCP: Medically Handicapped Children's Program

MLTC: Division of Medicaid & Long-term Care

MLTC-73: form used by SRT to document the current disability determination

N-FOCUS: Nebraska Family Online Client User System

NF: Nursing Facility

NOA: Notice of Action

Person-Centered Plan – Plan of services and supports

SC: Services Coordinator

SRT: State Review Team

SRT CA: State Review Team Case Aide

SRT Clinical Team: SRT RN and SRT MD

SRT MD: State Review Team Physician

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SRT RN: State Review Team Registered Nurse

SSA: Social Security Administration

SSW: Social Services Worker

UC: Universal Caseload

VR: Verification Request

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Process:

1) *Eligibility Operations receives an AD Waiver request*

- a) When a Medicaid application is received for a child 17 years old or younger, an Eligibility Operations SSW reviews the Medicaid application to determine if AD Waiver services are being requested or otherwise are appropriate to consider;
 - i) If AD Waiver services are not being requested and not otherwise appropriate to consider, this SOP does not apply. Stop here; or
 - ii) If AD Waiver services are being requested or otherwise are appropriate to consider, the case is:
 - (1) assigned to Child Waiver position number 3213036 by the Eligibility Operations SSW if not already assigned by an office technician; and
 - (2) the MLTC supervisor assigned to monitor the position number assigns the case to a Children's AD Waiver SSW to handle the AD Waiver services request. Proceed to Step 2; or
- b) If AD Waiver services are requested outside of a Medicaid application for a child 17 years old or younger, the request for AD Waiver services is sent immediately to the currently designated Eligibility Operations contact so that an Eligibility Operations SSW can determine if a current Medicaid application is on file:
 - i) If a Medicaid application is on file, proceed to Step 1(a)(ii); or
 - ii) If a Medicaid application is not on file, the Eligibility Operations SSW reaches out to the child's representative to apply and:
 - (1) If an application is not received, this SOP does not apply. Stop here; or
 - (2) If an application is received, the case is:
 - (a) assigned to Child Waiver position number 3213036 by the Eligibility Operations SSW; and
 - (b) the MLTC supervisor assigned to monitor the position number assigns the case to a Children's AD Waiver SSW to handle the AD Waiver services request. Proceed to Step 2.

2) *Case is assigned to the AD Waiver SSW*

- a) The AD Waiver SSW attempts to reach the child's representative within 2 business days of the case assignment;
- b) If contact is:
 - i) Made - the AD Waiver SSW:
 - (1) Explains the Children's AD Waiver program and the services that it can provide;
 - (2) Explains the need to have both a current disability determination and currently meet the NF LOC to be able to participate in the Children's AD Waiver program;
 - (3) If the child's representative wants to proceed with the request for AD Waiver services, explains the SRT process (if SSA has not approved for current disability) and that a SRT VR#1 will be arriving in the mail with requests for them to give to their provider(s);

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- (4) If AD Waiver services are not pursued, AD Waiver SSW sends an email to the E&E Unit at dhhs.adwaiverapp@nebraska.gov informing them that the request has been withdrawn. Stop here;
- (5) If the child's representative wishes to proceed, the AD Waiver SSW:
 - (a) Completes the DM-12 with the child's representative and uploads it to DI;
 - (b) Confirms with the child's representative that any and all resources and income sources listed on the application are current and complete. If no resources and income sources are listed, clarifies that this is accurate and proceeds to step 3; and,
 - (c) If the child is over the resource limits, denies the application, sends the NOA and sends an email to the E&E Unit at dhhs.adwaiverapp@nebraska.gov informing them that the request has been denied. Stop here; or
- ii) Not made, the AD Waiver SSW:
 - (1) Completes the DM-12 with available information and uploads it to DI; and
 - (2) Proceed to Step 3.

3) The AD Waiver SSW sends SRT VR#1

- a) The AD Waiver SSW sends SRT VR#1 with a 30-day due date within 1 business day of contact or attempted contact with the child's representative;
- b) SRT VR#1 must include:
 - i) A copy of the DM-5 Form;
 - ii) A copy of:
 - (1) the Medical Documentation Guide for Parents and Guardians – Disability Review for Children; and
 - (2) Medical Documentation Guide for Providers – Disability Review for Children; and,
 - iii) The following language:

<CHILD'S NAME> may be eligible for Medicaid because of a disability based on their circumstances.

The enclosed **DM-5 form** needs to be completed by your child's medical provider who knows the most about their disability. This form allows that provider to describe your child's disability. Give it to your child's provider to fill out.

You also need to request records from within the last 12 months that document and specifically relate to your child's disability. This could be from more than one provider if your child sees more than one provider about their disability. When you contact your provider(s), please be sure to contact any therapy and mental health providers. Clinic visit summaries from a patient portal cannot be used. Your child's providers must send a copy of the actual medical records. If your child has an individualized education plan (IEP), MDT or IFSP, ask your child's school to send a copy.

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Please review the enclosed Medical Documentation Guide for more information. If you have any questions about records, contact dhhs.srtmedical@nebraska.gov.

Your child's provider(s) can send the completed DM-5 form and your child's records to the State Review Team any of the following ways:

Internet: www.accessnebraska.ne.gov

Email: DHHS.ANDICenter@Nebraska.gov

Fax: 402-742-2351

Mail: PO BOX 2992, Omaha, NE 68172-9659

In person: dropping off at a local DHHS office

The completed DM-5 Form, and a copy of your child's records must be sent to the State Review Team within 30 days of the date of this request.

The State Review Team will review the completed DM-5 Form and records that are submitted. Based on this review, they will determine if your child is currently disabled according to Social Security's rules. The result of their decision will be provided to you.

(If needed) There are other steps in the application process. If you have not done so already, please contact me at (xxx) xxx-xxxx to review your application;

c) Proceed to Step 4.

4) The AD Waiver SSW assigns the case to the SRT Clinical Team

a) The AD Waiver SSW:

- i) Assigns the case to SRT Clinical Team position number 2655312, as an additional worker in N-FOCUS;
- ii) Reviews to make sure that a completed DM-12 has been uploaded to DI;
- iii) Sets an alert in N-FOCUS for 90 days from the application date;
- iv) Creates an email with a subject line of "Children's AD waiver INITIAL – LAST NAME, FIRST NAME" and sends it to the SRT Clinical Team at dhhs.srtmedical@nebraska.gov, copying the E&E Unit at dhhs.adwaiverapp@nebraska.gov, with the following information:
 - (1) Child's name;
 - (2) MC number;
 - (3) ARP ID;
 - (4) SRT VR#1 due date; and,
 - (5) 90-day mark from the application (or request date if currently Medicaid eligible) date; and,

b) Proceed to Step 5.

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5) The SRT CA receives the AD Waiver SSW email

- a) The SRT CA:
 - i) Creates a new entry in the master spreadsheet titled "Tracking: Disability Review;"
 - ii) Creates a new folder for the case in
R:drive/SRTclinicalteam/MEDICALRECORDSREQUESTS;
 - iii) Labels the case folder as follows: child's last name, first name – Child AD Waiver
INITIAL <YEAR>;
 - iv) Creates subfolders labeled:
 - (1) Communications – which includes emails from the AD Waiver SSW; and
 - (2) Other Records; and,
 - v) Attaches the following documents in the case folder:
 - (1) DM-12 – from DI;
 - (2) DM-5 – from DI;
 - (3) Medical records received – from DI;
 - (4) Disability worksheet – completes the first 2 lines; and,
 - (5) MLTC-73 – completes the first 2 lines; and
- b) Proceed to Step 6 if records are not submitted in response to SRT VR#1, or proceed to
Step 7 if records are submitted in response to SRT VR#1.

6) When records are not submitted in response to SRT VR#1

- a) The SRT CA:
 - i) Sets an alert in N-FOCUS to notify the AD Waiver SSW that no records have been
received by the deadline; and
 - ii) Sends an email to notify the E&E Unit that no records have been received by the
deadline;
- b) The E&E Unit sends a denial NOA for the AD Waiver;
- c) The AD Waiver SSW processes the application for Medicaid eligibility under any other
category that may be appropriate. If the child is not eligible, the AD Waiver SSW sends
the denial NOA for FTP. The denial NOA must include the 90-day due date, based on
the date the application (or request date if currently Medicaid eligible) was received, by
which deadline the child's representative can still submit records;
- d) The case remains assigned to the AD Waiver SSW and the SRT CA for this 90-day
period; and,
- e) If records:
 - i) Are not submitted by the 90-day due date:
 - (1) The AD Waiver SSW closes all assignments and returns the case to UC. Stop
here; or
 - ii) Are submitted by the 90-day due date:
 - (1) Proceed to Step 7.

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7) When records are submitted in response to SRT VR#1

- a) If records are submitted to ACCESSNE, the ANDI Center indexes and uploads the records to DI in the child's master case in N-FOCUS. This generates an alert in N-FOCUS;
- b) If records are submitted to the AD Waiver SSW, the AD Waiver SSW indexes and uploads the records to DI in the child's master case in N-FOCUS. This generates an alert in N-FOCUS;
- c) All other alerts for Medicaid eligibility are worked by the AD Waiver SSW as outlined in the [MLTC Processing Guide](#);
- d) The SRT CA checks for alerts in N-FOCUS daily, receives any records, clears the alert if the alert is only for medical records. If other documents are received with the medical records, the alert will be left for the AD Waiver SSW to clear. The SRT CA documents if the alert was cleared;
- e) The SRT CA:
 - i) Retrieves the records from DI, based on the [SRT N-FOCUS Document Retrieval Guide](#), and saves them in the case folder in R:drive/SRTclinicalteam/MEDICALRECORDSREQUESTS;
 - ii) Uses professional judgment to determine when to begin the labeling and sorting process, and ensures that it is completed by the SRT VR#1 expiration date;
 - iii) Drags the case folder from R:drive/SRTclinicalteam/MEDICALRECORDSREQUESTS to R:drive/SRTclinicalteam/Needstobesorted;
 - iv) Labels and sorts the records based on the [SRT Labeling and Sorting Process](#);
 - v) Drags the case folder from R:drive/SRTclinicalteam/Needstobesorted to R:drive/SRTReviews/currentmonth/Children'sADReview folder; and,
 - vi) Documents the submission of the case to the SRT RN in the Tracking: Disability Review master spreadsheet, and,
- f) Proceed to Step 8.

8) The SRT RN receives the case

- a) When the SRT RN receives the case:
 - i) Adds their name to the end of the case folder;
 - ii) Reviews within 5 business days all received records and applies SSA Clinical guidelines (please refer to the [SRT Clinical Review Process Guide for Child AD Waiver](#) for further details); and,
 - iii) If additional records:
 - (1) Are not needed:
 - (a) Proceeds to Step 12(a)(ii); or
 - (2) Are needed:
 - (a) Documents the list of additional records needed on the Disability worksheet;
 - (b) Sends an email to the SRT CA at dhhs.srtmedical@nebraska.gov with this list, which the SRT CA will include in SRT VR#2;

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- (c) Moves the case folder to the subfolder titled “waiting for more info” under R:drive/SRTReviews/currentmonth/Children’sADReview;
- (d) Updates the Tracking: Disability Review master spreadsheet; and,
- (e) Proceed to Step 9.

9) The SRT CA sends SRT VR #2

- a) The SRT CA sends SRT VR#2 to the child’s representative, which if appropriate may be sent while the response to SRT VR#1 is still pending:
 - i) SRT VR#2 must contain the following language, as applicable:

The State Review Team has received records for <CHILD’S NAME> to determine if they meet Social Security’s disability requirements **Additional records are requested to complete the review.**

The additional records must be from within the last 12 months unless otherwise noted. Ask your child’s provider(s) to send these records. Clinic visit summaries from a patient portal cannot be used. Your provider(s) must send a copy of the actual records.

The additional records requested are (as appropriate):

- 1. Therapy: most recent notes from your therapy provider. For example, physical therapy, occupational therapy, speech therapy, respiratory therapy, psychotherapy
- 2. Genetic testing: done at any time after birth
- 3. Most recent Well Child Check
- 4. Individual Education Plan /Individual Family Service Plan and Multi-Disciplinary Team
- 5. Any mental health records
- 6. Any other records about your child’s disability

Your child’s providers can send these additional records to the State Review Team any of the following ways:

Internet: www.accessnebraska.ne.gov

Email: DHHS.ANDICenter@Nebraska.gov

Fax: 402-742-2351

In person: dropping off at a local DHHS office

The requested records must be sent to the State Review Team within 21 days of the date of this request.

If you have any questions about this request for additional records, contact dhhs.srtmedical@nebraska.gov;

- b) The SRT CA enters the SRT VR#2 due date in the Tracking: Disability Review master spreadsheet; and,

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- c) Proceed to Step 10 if new records are not submitted in response to SRT VR#2, or proceed to Step 11 if new records are submitted in response to SRT VR#2.

10) When new records are not submitted in response to SRT VR#2

- a) When new records are not submitted in response to SRT VR#2 by the deadline, the SRT CA sends an email to the SRT RN at dhhs.medicaidstatereviewteam@nebraska.gov; and
- b) The SRT RN proceeds to Step 12.

11) When new records are submitted in response to SRT VR#2

- a) When new records are submitted in response to SRT VR#2, the SRT CA:
 - i) Uploads the documents to DI if received by FAX or email; or
 - ii) Receives an alert from N-FOCUS that records have been uploaded to DI; and
 - iii) Creates a new folder in R:drive/SRTclinicalteam/MEDICALRECORDSREQUESTS and labels it as follows - child's last name, first name – ADDITIONAL RECORDS;
 - iv) Retrieves the [records from DI](#) and saves them in the case folder in R:drive/SRTclinicalteam/MEDICALRECORDSREQUESTS;
 - v) Uses professional judgment to determine when to begin the labeling and sorting process, and ensures that it is completed by the SRT VR#2 expiration date;
 - vi) Drags the case folder from R:drive/SRTclinicalteam/MEDICALRECORDSREQUESTS to the R:drive/SRTclinicalteam/Needstobesorted folder;
 - vii) Labels and sorts the records based on the [SRT Labeling and Sorting Process](#);
 - viii) Drags the email with the request for additional records and the sorted additional records file into the case folder in R:drive/SRTReviews/currentmonth/Children'sADReview/Waiting for more info folder; and,
 - ix) Opens the email with the request for additional records and notifies the SRT RN at dhhs.medicaidstatereviewteam@nebraska.gov that additional records are ready for review; and
 - x) Sends an email to the E&E Unit at dhhs.adwaiverapp@nebraska.gov notifying them that VR#2 has expired; and
- b) The SRT RN process proceeds to Step 12.

12) The SRT RN reviews the case

- a) The SRT RN reviews the case and:
 - i) Reviews all records and applies SSA Clinical guidelines (please refer to the [SRT Clinical Review Process Guide for Child AD Waiver](#) for further details);
 - ii) Submits the case to the SRT MD by email dhhs.medicalreviews@nebraska.gov and attaches the following:
 - (1) Disability worksheet; and
 - (2) Review file;
 - iii) Documents the following notes in the email:

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- (1) Directions on where records are located in
R:drive/SRTReviews/currentmonth/MDReviewing;
- (2) Whether a SRT VR#2 was sent to the child's representative; and,
- (3) Clinical impression; and,
- iv) Documents the submission of the case to the SRT MD in the Tracking: Disability Review master spreadsheet; and
- b) Proceed to Step 13.

13) The SRT MD reviews the case

- a) The SRT MD reviews the case with 5 business days and:
 - i) Sends an email to the SRT RN at dhhs.medicaidstatereviewteam@nebraska.gov listing additional records needed, if a SRT VR#2 was not sent to the child's representative already:
 - (a) *Note: if a SRT VR#2 is sent to the child's representative per the SRT MD's request, go back to Step 8(a)(iii)(2) and follow through to Step 12, and make the modification to the folder name for these additional records;*
 - ii) Documents the clinical rationale and the current disability determination on the Disability worksheet; and,
 - iii) Sends an email to the SRT RN at dhhs.medicaidstatereviewteam@nebraska.gov and attaches the completed Disability worksheet; and
- b) Proceed to Step 14.

14) The SRT RN receives the case from the SRT MD

- a) The SRT RN receives the determination from the SRT MD and within 1 business day:
 - i) Saves the completed Disability worksheet in the case folder in
R:drive/SRTReviews/currentmonth/MDReviewing;
 - ii) Completes the MLTC-73, including entering the current disability determination (please refer to the [SRT Clinical Review Process Guide for Child AD Waiver](#) for further details);
 - iii) Sends an email to the SRT CA at dhhs.srtmedical@nebraska.gov and attaches the completed MLTC-73;
 - iv) Sends an email to the AD Waiver SSW, using the initial email as noted in Step 4(a)(iv), if a referral to MHCP is considered appropriate, such as for cases in which the current disability determination is a denial;
 - v) Moves the case folder to R:drive/SRTReviews/currentmonth/Done – Child AD Waiver; and,
 - vi) Documents the current disability determination (approved or denied), including date of current disability determination, current disability start date, and duration of current disability determination in the Tracking: Disability Review master spreadsheet; and
- b) Proceed to Step 15.

15) The SRT CA receives the determination from the SRT RN

- a) The SRT CA receives the determination from the SRT RN and:
 - i) Uploads the MLTC-73 to DI;

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- ii) Sets an alert for the AD Waiver SSW in N-FOCUS; and,
 - iii) Sends an email to the E&E Unit at dhhs.adwaiverapp@nebraska.gov, and attaches the MLTC-73; and
- b) The AD Waiver SSW proceeds to Step 16, and the E&E Unit proceeds to Step 17.

16) The AD Waiver SSW receives the alert from the SRT CA

- a) If SRT's current disability determination is:
 - i) Approved:
 - (1) The AD Waiver SSW documents the dates of approval in N-FOCUS and adds the SRT determination result and dates in N-FOCUS. An approval may occur if appropriate even if the due date for SRT VR#1 and SRT VR#2 (if applicable) have not expired and proceeds to Step 18; or
 - ii) Denied (which cannot occur until after the due date for SRT VR#1 and SRT VR#2, if applicable, have passed):
 - (1) The AD Waiver SSW acts on the alert and processes the application for Medicaid eligibility under any other category that may be appropriate. If the child is not eligible, the AD Waiver SSW **includes** the verbiage from the comment box in the MLTC-73 to the denial NOA and sends the denial NOA to the child's representative; and
 - (2) the AD Waiver SSW:
 - (a) Sets an alert for 90-days from the date of the denial NOA in N-FOCUS. The case remains assigned to the AD Waiver SSW and the SRT CA for this 90-day period;
 - (i) If an appeal has not been filed by the 90-day mark, the AD Waiver SSW:
 - a. Closes all assignments and returns the case to UC; and
 - b. Sends an email to the E&E Unit to notify them that an appeal has not been filed; Stop here.

17) The E&E Unit Process for NF LOC determination

- a) Within 1 business day of receiving the MLTC-73, an assessor is assigned;
- b) A NF LOC assessment is completed within 7 calendar days;
- c) If the NF LOC is:
 - i) Met:
 - (1) Within 1 business day the E&E Unit:
 - (a) Sends an email to the Service Coordination Administrative Specialist for assignment of a SC including the 90-day application deadline;
 - (b) Sets an alert for the AD Waiver SSW;
 - (c) Documents the NF LOC determination in N-FOCUS;
 - (d) Updates E&E Unit tracking; and,
 - (e) Service Coordination proceeds to Step 19; or
 - ii) Not met:
 - (1) Within 1 business day the E&E Unit:
 - (a) Sends a denial NOA for Waiver services to the child's representative;
 - (b) Sets an alert for the AD Waiver SSW;
 - (c) Documents the NF LOC determination in N-FOCUS;

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- (d) Updates E&E Unit tracking; and,
- (e) Proceed to Step 19.

18) The AD Waiver SSW receives the alert from E&E Unit with the NF LOC determination

- a) If the NF LOC is:
 - i) Met:
 - (1) the AD Waiver SSW receives and clears the alert. Proceed to Step 21; or
 - ii) Not met:
 - (1) within 1 business day the AD Waiver SSW acts on the alert and processes the application for Medicaid eligibility under any other category that may be appropriate. If the child is not eligible, the AD Waiver SSW sends the denial NOA for Medicaid to the child's representative. Stop here.

19) The Service Coordination Administrative Specialist receives referral from E&E Unit

- a) The Service Coordination Administrative Specialist assigns a SC to the case for intake and development of the Person-Centered Plan no later than day 89 of the Medicaid application accounting for weekends and holidays; and
- b) Proceed to Step 20.

20) AD Waiver services are developed

- a) The SC works with the child's representative to develop a safe Person-Centered Plan and to obtain signed consent for AD Waiver services:
 - i) If the child's representative:
 - (1) Does not complete their part in the development of a safe Person-Centered Plan or consent for AD Waiver services within 7 calendar days of the NF LOC approval or no later than day 89 of the application date:
 - (a) the SC sends a denial NOA for AD Waiver services to the child's representative and submits a change report to ACCESSNebraska to notify the AD Waiver SSW of the denial. Stop here.
 - (2) Does complete their part in the development of a safe Person-Centered Plan and consent for AD waiver services within 7 calendar days of the approval of the NF LOC or no later than day 89 of the application date:
 - (a) The SC completes a change report on ACCESSNebraska to notify the AD Waiver SSW of the approval
 - (i) If approval is close to day 89, the SC will send an email to the SSW and the SSW supervisor; and
 - (b) Proceed to Step 22.

21) The AD Waiver SSW receives the Change Report from the SC

- a) Within 1 business day of receiving the Change Report from the SC, the AD Waiver SSW takes action:
 - i) If AD Waiver is:
 - (1) Approved:

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- (a) The AD Waiver SSW:
 - (i) Processes Medicaid and allows the disregard of parental income;
 - (ii) Activates the AD Waiver program;
 - (iii) Sends an approval NOA, which includes the approved SRT current disability determination duration period (from the MLTC-73) and the approved AD Waiver duration period, to the child's representative;
 - (iv) Sends an email to inform the SC that the AD Waiver is "Open;" and,
 - (v) Sets an alert in N-FOCUS for 90 days prior to the SRT determination review date.
- (b) Proceed to Step 24.
- (2) Not approved:
 - (a) The AD Waiver SSW:
 - (i) Processes the application for Medicaid eligibility under any other category that may be appropriate. If the child is not eligible, the AD Waiver SSW sends the denial NOA for Medicaid to the child's representative;
 - (ii) Remains assigned to the case for 90 days from the date of the denial NOA; and,
 - (iii) Closes all assignments and returns the case to UC if an appeal is not filed by the 90-day mark. Stop here.

22) The SC receives the email from the AD Waiver SSW that AD Waiver is Open

- a) The SC receives the email from the AD Waiver SSW that AD Waiver is open and:
 - i) Authorizes the Waiver services based on the safe Person-Centered Plan and consent. Stop here.

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Forms:

DD-10

DM-5

DM-12

MLTC-73

Disability worksheet

Process References:

[MLTC Processing Guide](#)

[SRT Clinical Review Process Guide for Child AD Waiver](#)

[SRT Labeling and Sorting Process Guide](#)

[SRT N-FOCUS Document Retrieval Guide](#)

Procedure History:

Initial Procedure

Revision	Date	Description of changes	Requested By	Revised By	Revision Approved By	Date Revision Approved
		Initial Release				