

HCBS/PD Waiver Policy & Procedure Manual Outline

A. Introduction

1. Description and use of the manual
2. Maintenance of the manual
3. History of HCBS and the PD waiver in Kansas
4. HCBS/PD program administration and operation
5. The Independent Living movement and philosophy
6. Law and case law

B. Terminology

1. Definitions
2. Acronyms
3. KAR's & KSA's

C. Eligibility

1. Program criteria
2. EES/ILC Notification Documents

D. Assessments

1. Uniform Assessment Instrument
 - a. Conducting an assessment
 - i. Typical day/normal rhythms
 - ii. What to complete & where to send it
 - iii. More than one staff at an assessment
 - iv. Life goals & activities
2. Long Term Care Services Threshold Guide
 - a. Scoring
3. Reassessment
 - a. UAI Completion
 - i. Annually
 - ii. Documents to complete
 - iii. Change in conditions
 - b. Cost caps

E. Services

1. Regular Medical Services
 - a. Pharmacy
 - b. Home Health/Skilled Nursing
 - c. Durable Medical Equipment
2. Waiver Services
 - a. Personal Services
 - i. Definition
 - ii. Providers

- (1) Spouses or parents of minor children
- (2) Legal representatives
- (3) Time sheets & Signatures
- iii. Emergency response systems
- iv. Transportation
- b. Independent Living Counseling
 - i. Definition
 - ii. Providers
 - iii. Units
- c. Assistive Services
 - i. Definition
 - ii. Providers
- 3. Consumer complaints

F. Plan of Care & Attendant Care Worksheet

- 1. What should be included on the forms
 - a. Plan of Care
 - b. Attendant Care Worksheet
- 2. Pro-rating
- 3. Updating
- 4. POCs for Assisted Living, etc.
- 5. Closing
- 6. MMIS Prior Authorization System

G. Self-directed care

- 1. Statute (65-6201)
- 2. Description
- 3. Consumer Responsibilities
- 4. Representatives
- 5. Cessation of self-direction

H. Cost caps

- 1. AMM responsibility
- 2. Approval process
 - a. General criteria
 - b. Approval procedure
 - c. Updated assessment
 - d. Cost cap limitations

I. Documentation

- 1. Case files
- 2. Notice of Action

J. Billable Services

1. IL Counseling

K. Transition to Another Waiver

1. Transition process
2. ILC responsibilities

L. AMM Review Process

1. Quality assurance
2. Case review

M. Appeals Process

1. Appeals procedure
2. Preparing the case for the Fair Hearing
3. Closure
4. Dispute Resolution

N. Waiting List

1. Procedure
2. Notification of opening
3. Crisis exceptions
4. Termination of eligibility
5. Required documentation

O. Quality Team

1. Quality Assurance Measures
2. Disagreement in scoring protocol

P. Resources & Contact Addresses

Q. Forms