



# COMMUNITY- BASED SERVICES UNIT

WYOMING MEDICAID  
DIVISION OF HEALTHCARE FINANCING

## PROGRAM BULLETIN

**Bulletin Ref:** CCW-2018-01

**To:** All Community Choices Waiver Program Case Managers

**From:** Tyler Deines, Community-Based Services Administrator

**Date:** November 1, 2018

**Subject:** Revision to Case Manager Documentation Requirements

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### **Purpose:**

This bulletin is provided as a supplement to the Policy & Procedures Manual (rev. 03/2018) and to provide direction to Community Choices Waiver (CCW) program case managers regarding a change to documentation upload requirements in waiver participants' case records in the Electronic Medicaid Waiver System (EMWS).

### **Background:**

Case managers are required to maintain complete participant records in the EMWS, including a list of required documentation detailed on pages 15 through 17 of the CCW Policy and Procedures manual (rev. 03/2018).

### **Procedure or Information:**

Effective November 1, 2018, the following documents are no longer required to be uploaded to the case record in the EMWS.

- Clinical notes
- Nurse supervision notes
- Personal care notes

Provider agencies must maintain these records as necessary to verify service delivery and to substantiate claims submitted for Medicaid Reimbursement. Case managers are required to monitor service delivery, however case managers are no longer responsible for obtaining or uploading these documents to the case record.