

AGENDA

- Program Updates
 - Self-direction start dates
 - Behavioral Support Services
 - Case Management Services 15 minute units
 - Electronic Medicaid Waiver System (EMWS) usernames and passwords
- Monthly Training Session - Mental Health and Substance Abuse

TOPICS

Self-direction start dates

It is the case manager's responsibility to assist the employer of record (EOR) with ACES\$ enrollment for self-directed services. The EOR or case manager should receive an email from ACES\$ that verifies the participant's enrollment is complete as of a specific date. The email will notify the reader that, once the plan of care has been submitted to the Division and an approved budget is sent from the Division to ACES\$, the self-directed services will be activated in the ACES\$ system.

Even though the ACES\$ enrollment process is complete, the activation and authorization to begin providing services comes from the Division. The case manager must submit an individualized plan of care (IPC) modification to the Division that includes a copy of the email from ACES\$ before the self-directed employees may begin serving the participant. The modification date, once reviewed and completed, will be the effective date that the self-directed employee may begin providing services - not the enrollment completion date. Please remember that the modification date must allow seven days for review.

It is important for case managers to remind the EOR to notify self-directed employees of the date they can begin to be paid for providing self-directed services.

Behavioral Support Services

On April 1, 2020 an updated Comprehensive and Supports Waiver Service Index that included the new Behavioral Supports Service definition, which was approved by the Centers for Medicare and Medicaid Services (CMS), became effective. The Behavioral Support Service definition has changed, as well as the scope and limitations, service codes, and service levels. Please review the changes and, if Behavioral Support Services will be included on a participant's IPC moving forward, modify the IPC to change the service code. The Board Certified Assistant Behavior Analyst (BCaBA) and Registered Behavior Technician (RBT) levels of the service must be provided under the supervision of the Board Certified Behavior Analyst (BCBA). Providers of this service must complete the service request form and outline which services will be provided at each level. The completed form must then be submitted with the IPC or IPC modification in order to receive prior authorization for the service.

Case Management Services 15 minute units

In accordance with Chapter 45, Section 8(j) of the Department of Health's Medicaid Rules, *"A provider shall not round up total service time to the next unit, except as outlined in the Skilled Nursing section of the Comprehensive and Supports Waiver Service Index."* When billing for Case Management Services using 15

minute units, the case manager must complete at least 15 minutes of services to bill for one 15 minute unit. Billable time may be cumulative during the span in which a case manager bills.

For example, if 13 minutes of services are delivered, and then at a later date another 12 minutes of services are delivered, one 15 minute of Case Management Services can be billed for the total 25 minutes of services delivered, as long as the dates of service fall within the same billing span. This time cannot be rounded up to two 15 minute units. The remaining 10 minutes of service cannot be added to the next billing cycle, as services must be documented and the subsequent claim must be submitted for the date the services were delivered.

If you have questions regarding this topic, please contact your Provider Support Specialist.

Electronic Medicaid Waiver System (EMWS) usernames and passwords

Please remember that usernames and passwords for EMWS should never be shared. Only authorized users may access EMWS. If a case manager hires a delegate to assist them, as outlined in the service index, the delegate must request individual access to EMWS.

To request EMWS access for a case management delegate, the case manager must email Jessica Abbott at jessica.abbott2@wyo.gov and provide the name of the delegate that has been hired. The delegate must then go to the web portal at wyo.waivers.com and select the "Continue with Google/Microsoft Account" or "Sign Up" option. Once they have submitted the requested information through the portal, the request for EMWS access will be reviewed and will either be approved or denied.

WRAP UP

Next call scheduled for June 8, 2020