

AGENDA

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 - Relative providers
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 - Rights restrictions for participants under the age of 18
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 - Positive Behavior Support Plan format
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- Monthly Training Session - Specialized Equipment and Behavioral Supports Screens in the Electronic Medicaid Waiver System (EMWS)

TOPICS

Self-direction enrollment completion

It is the responsibility of the case manager to assist the employer of record (EOR) with ACES\$ enrollment for self-directed services. The case manager will receive an email from ACES\$, verifying that the participant's enrollment is complete as of a certain date. Please do not add funds into the self-direction budget in the Electronic Medicaid Waiver System (EMWS) until this email is received.

The email from ACES\$ will state that, once the plan of care has been submitted to the Division of Healthcare Financing (Division) and an approved budget is sent from the Division to ACES\$, the self-directed services will be activated in the ACES\$ system accordingly. This means that even though the ACES\$ enrollment process is complete, self-directed services cannot begin until the Division activates and authorizes the services. The case manager must submit a modification to the individualized plan of care (IPC) before the self-directed employee may begin serving the participant. The modification date, once reviewed and completed, will be the effective date that the employee may begin services, not the enrollment completion date. In addition, remember that the modification effective date must allow 7 days for review.

Plan of care team meetings

The Division would like to remind providers and case managers that communicating concerns about health and safety needs of the participant, or concerns about IPC implementation, should not wait for months. If additional team meetings are needed to discuss these concerns, please make time to meet as a team, even if by phone. Team meetings, which can be called by any team member, should be held in a timely fashion in order to address issues promptly.

Providing accurate information to psychologists

It is important that case managers notify psychologists once a billing span has been created for a psychological or neuropsychological evaluation. The case manager should upload the assessment report into EMWS when it is received from the psychologist. Once the assessment is submitted to the Division, a new

task will populate that requires the case manager to upload an invoice for the assessment. Once the invoice is received, the Participant Support Specialist (PSS) will create the billing span and send a task back to the case manager via EMWS. When the task that includes the billing date is received, the case manager should notify the psychologist that they may now bill for the date provided, using the T2024 billing code. If there are billing issues, please reach out to your PSS for assistance.

Relative providers

In recent weeks, the Division has received a number of questions regarding relative providers. Please be sure to review the requirements for relative providers, which can be found in Chapter 45, Section 31 of Wyoming Medicaid Rules. Additionally, the Comprehensive and Support Waiver Service Index, found on the [Service Definitions and Rates](#) page of the Division website, provides further specificity regarding relative providers. In summary, relatives, defined as biological, step, or adoptive parents, who are also legally authorized representatives may not receive compensation for DD Waiver services. The only exception to this exclusion is for relatives providing personal care to a minor child who meets certain requirements. Please ensure that you understand these requirements

Representative payee documents

EMWS has been updated to include a document upload link on the *Rights* screen for representative payee documents. When a case manager selects "Yes" to the question "Does the participant have a rep payee?" the document upload section will populate.

At this time, the representative payee document will not automatically populate in the document library once it is uploaded to the *Rights* screen. The EMWS programmers are working on a fix, but until this issue is resolved, please continue to upload the representative payee document to the payee section on the *Contacts* screen as well as the *Rights* screen. The Division will notify case managers once EMWS has been updated.

As a reminder, a new representative payee document is not needed each year unless the payee changes.

Rights Restrictions for participants under the age of 18

The Division recognizes that parents have the right to raise their minor children according to their wishes and desires. If a parent wishes to delegate authority for parental decisions to the provider, these elements must be fully outlined in the IPC. Any parental decision that would be considered as a restriction for an individual over the age of 18 must be documented in the *Needs and Risks* screen of the IPC. Examples could include bedtimes, eating healthy meals and snacks, limitations on media consumption, and other parental decisions.

Providers must first and foremost assure the health and safety of participants who are minor children, and must abide by Wyoming Medicaid Rule in order to provide Waiver services. Please note that restraint, seclusion, or any form of restriction or punishment that would be considered unsafe or that could cause physical or mental harm to the child is not permitted.

Team Signature Verification Form

Case managers must use the most recent version of the Team Signature and Verification Form and the most recent version of the Participant and Legally Authorized Representative Verification Form. These forms may be accessed through the blue link on the *Verification* screen in EMWS.

Positive Behavior Support Plan format

Chapter 45, Section 17(d)(i) states that, at a minimum, a positive behavior support plan (PBSP) shall include the components of the template provided on the Division's website. If the Division's PBSP form is utilized, please be sure to use the most current version, which can be found on the [Forms and Document Library](#) page of the Division website, under the *Forms* tab. If a team chooses to use another format, they must ensure that all components listed on the Division's PBSP form are included.

Upcoming DD Provider Rate Rebasing Survey

The Division is required by WY Stat §42-4-120(g) to rebase DD Waiver provider rates every two to four years. The Division will be releasing provider surveys and instructions on Wednesday, July 15, 2020. These surveys must be completed and submitted to the Division no later than Wednesday, August 26, 2020.

Chapter 45, Section 11(c) of the Department of Health's Medicaid Rules establishes that, upon request, providers shall submit cost data, claims data, and participant needs assessment data to the Division. Submitting requested information is a Medicaid rule, but the completion of this survey is also your opportunity to provide important information to the Division and the State Legislature regarding provider costs and wages. A strong provider response is critical to the development of rebased rates and to assess funding for these important services.

There are three different versions of the survey available to accommodate the various types of agencies:

- A Full Cost and Wage Survey for providers with Medicaid revenues of \$1 million or more in state fiscal year (SFY) 2019;
- A Short Cost and Wage Survey for providers with Medicaid revenues under \$1 million in SFY 2019; and
- A Case Manager Cost and Wage Survey for providers who only provide case management services.

Please note that providers who do not designate wage rates, such as providers who do not have a business tax identification number or providers who used their social security number as a business tax identification number, are included in this study and should plan to participate in the provider survey process.

Guidehouse, the Division's contractor for this project, will conduct trainings on the cost and wage surveys and will be available via email and phone to answer questions. Please visit the survey website at <https://public.navigant.com/sites/wyddccwsurvey> for additional information on this project.

If you have any questions prior to the survey release, please contact Shirley Pratt at shirley.pratt@wyo.gov or Guidehouse at wyddccwsurvey@guidehouse.com. We thank you in advance for your participation in this important survey.

WRAP UP

Next call scheduled for August 10, 2020