

AGENDA

- Program Updates
 - Targeted case management
 - Timely completion of assessments
 - Expectations of case manager monthly documentation
 - Developmental Disabilities Rate Rebasing Survey deadline
- Monthly Training Session - Service Authorization and Verification Screens in the Electronic Medicaid Waiver System (EMWS)

TOPICS

Targeted case management

When setting up start and end dates for targeted case management (TCM), please remember to use the first day of the month for the start date, and the last day of the month as the end date. TCM plans are typically developed for a 12 month period, and the annual unit cap for this service is 120 15-minute units.

Timely completion of assessments

It is critical for case managers to ensure assessments are completed on time. If the current assessment expires, the participant may no longer be eligible for waiver services and their case may close.

The expectation for time frames related to a new applicant moving through the eligibility process is explained in Chapter 46, Section 4(d) of the Department of Health's Medicaid Rules, which states: *Case managers shall complete all eligibility paperwork within thirty (30) calendar days of being selected.* For ongoing participants, the Electronic Medicaid Waiver System (EMWS) will populate tasks for the LT-104, LT-101, ICAP, and psychological or neuropsychological assessments 90 days prior to the current assessment expiration date. Please monitor assessment tasks carefully to ensure participants do not lose eligibility for waiver services.

Expectations of case manager monthly documentation

As established in the Department of Health's Medicaid Rules, case managers are required to submit monthly documentation to the Division in a timely manner. Case manager monthly documentation is a key element in effectively coordinating each waiver participant's care. To this end, the Division is taking more proactive steps to evaluate and monitor case manager monthly documentation for timeliness and compliance with Medicaid Rules and the Comprehensive and Supports Waiver Service Index (Service Index).

Please remember that case managers are required to submit monthly documentation prior to billing for services, and must complete documentation on a monthly basis, no later than the timeframe outlined in the Service Index. Please be sure to review all participant files for which you are responsible, and update all participant monthly reports. Moving forward, the Division will contact case managers with outstanding monthly reports and may issue corrective action for missing or late documentation as outlined in Chapter 45 of the Department of Health's Medicaid Rules.

Developmental Disabilities (DD) Rate Rebasing Survey deadline

The deadline to submit the DD Rate Rebasing Survey is August 26, 2020. This completion of this survey is required for all providers and case managers who delivered services between July 1, 2018 and June 30, 2019.

Guidehouse, the Division's contractor for this project, has published recorded trainings on the cost and wage surveys, and is available by 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 about the survey, 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 September 14, 2020