

AGENDA

- Program Updates
 - Annual updates to the individualized plan of care (IPC)
 - Medication Consent Form
 - Individual budget amounts (IBAs) must cover the plan year
 - Electronic visit verification (EVV) training for self-directed services
- Monthly Training Session - Rights Screen in the Electronic Medicaid Waiver System (EMWS)

TOPICS

Annual updates to the individualized plan of care (IPC)

Case managers are expected to update all sections of the individualized plan of care (IPC) when changes arise in a participant's life or when an IPC renewal is completed. The IPC must include the most recent and up-to-date information in order to ensure that the participant's correct mailing information, contacts, medical and behavioral details, and support needs are addressed. As outlined in Chapter 45, Section 10 of the Department of Health's Medicaid Rules, the complete IPC, including all required components, must be submitted at least annually. The IPC must provide all necessary information to support the participant, and reflect the participant's wants and needs.

Medication Consent Form

When completing the Medication Consent Form it is important that the name of the prescribing physician or physicians be entered on the line where indicated. The name of the provider or providers who will be assisting with the medication must also be listed on the form where indicated. It is not acceptable to put "any" or "all" on either of these lines. This form must be updated throughout the plan year when the participant changes or adds a prescribing physician or provider who will be assisting with medications. The form must also be signed by the participant or legally authorized representative. Please be sure you are using the most recent version of this form, which was updated on April 22, 2020 and is located on the [Forms and Documents Library](#) page of the Division of Healthcare Financing (Division) website, under the *Forms* tab.

Individual budget amounts (IBAs) must cover the plan year

A participant's individual budget amount (IBA) must be allocated to cover the entire plan year, and all services must be provided within the participant's IBA. Additional funding is not available to increase IBAs, so it is important that case managers ensure budgets are not being over utilized.

As a reminder, local school districts are responsible for supplying and funding all educational services established in a student's individualized education plan (IEP) in accordance with the Individuals with Disabilities Education Act (IDEA). Information must be clearly identified in the IEP, which cannot be changed without prior written notice (PWN) and documentation that the parent or legally authorized representative participated in the process. Each school district has a Special Education Director who is responsible for the oversight of IEPs for students within that district. If you have questions regarding a student's educational needs, please contact the Special Education Director for the student's district to seek further guidance.

Electronic visit verification (EVV) training for self-directed services

September 1, 2020 marked the first day that electronic visit verification (EVV) entries entered for self-directed services were used to calculate payments to self-directed employees. Self-directed employees are strongly encouraged to begin using the EVV system as soon as possible, and will be required to do so as of December 1, 2020. Entries must be approved by the employer of record (EOR) in order to be paid.

The EVV training provided by ACES\$ is **mandatory** for EORs and employees. The recordings and user guides, as well as other resources, are available at www.mycil.org/resources/aces-wyoming-evv-resources/. Case managers are strongly encouraged to remind EORs of this requirement.

ACES\$ began conducting refresher trainings on September 1, 2020. Refresher training can count towards the mandatory training required for all EORs and employees. In order to receive credit, you must respond to the attendance survey that follows the training. If you have any questions, please call or email ACES\$ at 1-844-500-3815.

WRAP UP

Next call scheduled for October 12, 2020