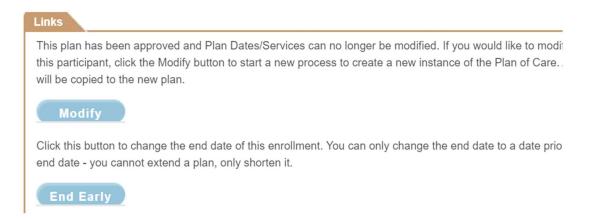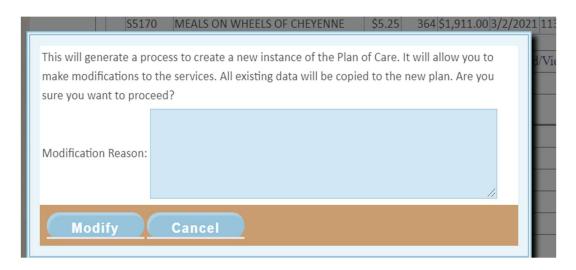Community Choices Waiver
Waiver Service Modifications
Desk Reference

- To modify the services on the Community Choices Waiver (CCW) service plan first select **Modify** at the bottom of the service plan page.

Links

This plan has been approved and Plan Dates/Services can no longer be modified. If you would like to modi this participant, click the Modify button to start a new process to create a new instance of the Plan of Care.. will be copied to the new plan.

Modify

Click this button to change the end date of this enrollment. You can only change the end date to a date prio end date - you cannot extend a plan, only shorten it.

End Early

- Enter the reason for the modification and select the **Modify** button.

| | | S5170 | MEALS ON WHEELS OF CHEYENNE | $5.25 | 364 | $1,911.00 | 3/2/2021 | 11: |

This will generate a process to create a new instance of the Plan of Care. It will allow you to make modifications to the services. All existing data will be copied to the new plan. Are you sure you want to proceed?

Modification Reason:

Modify   **Cancel**

- On the service plan modification page, enter the effective date of the modification and select **Save**. This can be updated later but it is needed to help set the dates for the services.

Plan Mod Details

Modification Effective Date: Plan Enrollment End Date: **2/28/2022**

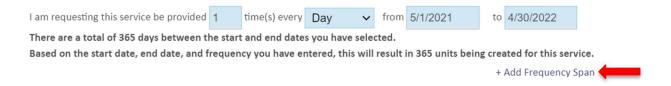Modification Reason: **Testing. (5/18/2021 1:15:51 PM)**

Save

- Select the service you want to modify or select **Add Service, Support and Risk Mitigation Plan** to add a new service to the service plan.
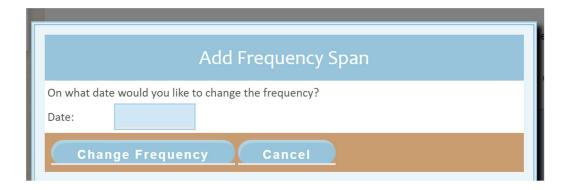

- At the bottom of the service page select the **Start Modification** button. This will allow for editing of the service.
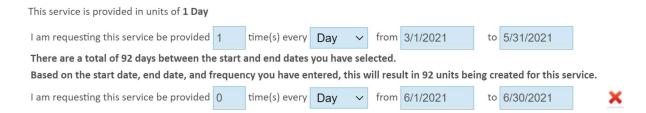

- If the purpose of the modification is to change the number of times the service is being provided for the entire span of the service, enter the new frequency. If the purpose of the modification is to change the number of times the services will be provided in the future, select the **Add Frequency Span** button.

- Enter the date the modification of the service units is to begin and Select the **Change Frequency** button.

- A new service line will display on the screen. In the frequency box enter the new value for how many times the service will be performed in the time span indicated. The day/week/month/etc. options may also be changed. If you made a mistake and didn't want to add a new service line click on the red **X** to delete the service line.

This service is provided in units of **1 Day**

I am requesting this service be provided [1] time(s) every [Day ∨] from [3/1/2021] to [5/31/2021]

There are a total of 92 days between the start and end dates you have selected.

Based on the start date, end date, and frequency you have entered, this will result in 92 units being created for this service.

I am requesting this service be provided [0] time(s) every [Day ∨] from [6/1/2021] to [6/30/2021]   ✖

- Once the rest of the details for the service have been added, select the **Send Edited Service** button at the bottom of the page to send the service to the provider to review and respond.

(**Save**)   (**Send Edited Service**)

- Once all of your services for the modification are changed and the new services are added, complete the service editing step by selecting the **Complete Service Planning** on the main Service Plan page (checklist page).

➡ Complete Service Planning

- Follow the steps to complete the modification by moving through the boxes for each of the items on the checklist and submit the plan once all sections have the green arrow.