

CCW Document Naming Convention



Community Choices Waiver case managers will use the following standardized naming convention for all documents saved to a participant’s file in the Electronic Medicaid Waiver System (EMWS):

1. CCW - indicates the Community Choices Waiver
2. Participant: Last name, First name
3. Doc Title Abbreviated: see below
4. Date: YYYY.MM.DD - this is the date the document is signed and dated by the participant

Example: CCW.Doe.Jane.Appl.20xx.MM.DD

1 2 3 4

General	
AuthRep	Authorized representative documentation
CMChange	Change of Case Management Agency Form
GUARD	Guardianship paperwork
MedAD	Medical advanced directives
PlanSum	Participant Service Plan Summary
POA	Power of Attorney documentation <i>(not including POA for participant-directed services)</i>
MVV	Monthly Visit Verification Form
ROI	Release of information
SNMedNec	Letter of Medical Necessity for skilled nursing services from vendor
SNReq	Skilled Nursing PA Request Form
30DayTerm	30-day termination letter
Participant Direction	
FMSApproval	Notification of Approval letter from the Financial Management Service
FMSChange	Financial Management Service Change Notification Form
PDBudget	Participant Direction Budget Calculator
PDEPOA	Participant-Direction Employer/Power of Attorney Designation Form
PDPlan	Participant Direction Support Plan