

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

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Policy 111 – Title XIX I/DD Waiver Program

I. POLICY

It is the policy of Southern Highlands Community Mental Health Center that Title XIX I/DD Waiver services will be provided to all eligible consumers in a person centered manner and in compliance with the current I/DD Waiver Manual and OHFLAC regulations.

II. DISCUSSION

The IDD Waiver (IDDW) Program is West Virginia's home and community-based services program for individuals with intellectual and/or developmental disabilities. It is administered by BMS pursuant to a Medicaid waiver option approved by the Centers for Medicare and Medicaid Services (CMS), the federal agency responsible for the IDDW Program. The Title XIX I/DD Waiver Program provides for a variety of services to assist individuals with and intellectual / developmental disability live, work and play in the most supportive, independent and least restrictive environment possible.

III. PROCEDURE

- A. Individuals interested in receiving Waiver services must first make application through the BMS Contracted Utilization Management Contractor (UMC) KEPRO Inc. Staff should refer all interested consumers / guardians to KEPRO at 1-866-385-8920.
- B. Eligibility for the Waiver program is determined when a consumer meets both medical and financial eligibility. The UMC will work with perspective consumers to facilitate the process of completing medical and psychological evaluations. The UMC will contract with the Medical Eligibility Contracted Agent (MECA) who will be responsible for making medical eligibility and re-determination annually. DHHR will be responsible for making determinations for financial eligibility. For more specific eligibility criteria, please see the current I/DD Waiver Manual.
- C. Once approved for the Waiver program, the consumer will be placed on a wait list. During that time, the consumer may apply for specialized funds and the

I/DD Waiver Waitlist Grant. Application can be made by consumer / guardian by contacting Southern Highlands I/DD Waiver Director.

- D. Once slot has been received, the UMC will inform the consumer / guardian of all agency choices and the agency of choice will be notified of the referral. Once accepted, the agency will complete intake and relevant initial treatment planning process per the current I/DD Waiver Manual. Service Coordinator will be assigned and all service coordination will be provided in a conflict free manner and in compliance with the current Waiver Manual and Southern Highlands Policy 113 – Conflict Free Service Coordination. Consumers may choose between two service delivery options: Traditional and Self Directed. Choice will be documented on the appropriate form and all individuals choosing self direct services will be referred to Public Partnership Limited (PPL).
- E. The SC agency will work with the consumer / guardian and other team members to purchase services that best meet the needs of the consumer's needs, hopes and dreams but are within the confinements of the Waiver Manual regulations and the UMC assigned budget.
- F. In addition to all basic services provided by Southern Highlands, all Waiver recipients are eligible to receive the following services based on needs and availability of budget. Services that a consumer can purchase include:
- Service Coordinator
 - Behavior Support Professional
 - Person Centered Supports – Family, Home Based, Unlicensed Residential, Crisis Respite
 - Therapies such as speech, physical, dietary services, and occupational therapies.
 - Transportation
 - Nursing
 - Treatment planning

All consumer will have an assigned Service Coordinator and will receive all services in a person centered manner and in accordance with all agency and Waiver regulations. All services will be based on a written treatment plan.

- G. Consumer / guardian are expected to adhere to all requirements of the Waiver program as outlined in the current Waiver Manual, Southern Highlands policies including Policy 133 – Waiver Member Discharge and OHFLAC rules and regulations.