

## Preparing for the IRAMS Referral Portal Development

To: Health Home Care Managers (HHCM), Care Management Agencies (CMA), and Health Homes Serving Children (HHSC), Children and Youth Evaluation Services (C-YES) and Children's Home and Community Based Services (HCBS) Providers

Date: December 11, 2023

The Department of Health (DOH) is requesting HHs, their CMA, C-YES, and HCBS providers to work collectively in preparation for the implementation of the Incident Reporting and Management System (IRAMS) HCBS **Referral Portal**. The implementation date has been extended tentatively to January 2024, which gives an opportunity to ensure a smooth transition of information regarding children/youth who are currently being served by HCBS providers.

HHs/C-YES and Care Managers need to confirm the status of service for children/youth they are working with, by reaching out to the HCBS providers and confirming, 1) if the child/youth is currently receiving services, 2) if the child/youth is on the HCBS provider's waitlist, or 3) the timeline for those in referral status. Lead Health Homes and C-YES have received a list of any child/youth on a waitlist within the capacity tracker that was reported by an HCBS provider. These lists should be utilized to confirm that children/youth are still eligible and enrolled in the Children's Waiver and continue to have Medicaid and the appropriate K-codes.

DOH plans to move the current waitlist into the **Referral Portal** by HH/C-YES' care manager verification. Additionally, children/youth currently receiving services will have to be re-referred to HCBS providers for continued services. Therefore, it is necessary for HCBS providers to confirm with HHs/C-YES, those children/youth receiving services and those who are waitlisted. *HCBS providers must ensure that they have connected with the HH/C-YES' care managers on all children/youth being served and who are waitlisted **no later than January 1, 2024**.*

Regarding the Capacity Tracker Waitlist, HCBS providers should review the current waitlist information within IRAMS:

- Removing members who no longer have K-codes;
- Removing members who do not have a current HCBS Eligibility Determination;
- Removing members who do not have Medicaid; and
- Removing members where it is indicated that they are receiving the service from another provider.

❖ *There are various status indicators within the Capacity Tracker that will assist the HCBS provider with the information request above.*

HCBS providers should be communicating with the HH/CYES care managers regarding all waitlisted and served children/youth and their status.

**Any questions or stakeholder feedback should be submitted to**  
[BH.Transition@health.ny.gov](mailto:BH.Transition@health.ny.gov).