



Children's Waiver Communication to/from NYS Capacity Management Requirements

The following outlines when communication with NYS DOH Capacity Management through the Health Commerce System (HCS) Secure File Transfer (SFT) is **required** by HHCM/C-YES. It is imperative that Capacity Management accurately track the number of children/youths that are eligible and receiving HCBS. This tracking will impact whether HCBS providers can bill for services they provide and that other children/youth eligible for HCBS are not placed on a waitlist due to inaccurate slot management.

All Health Home Care Managers and C-YES Assessors **MUST** have secure file transfer:

The HCS SFT provides a platform for the exchange of protected health information in a secure format, all correspondence with Capacity Management regarding member information and status is required to be communicated through the SFT. Once logged into the SFT, communications should be sent to the email address capacitymanagement@health.ny.gov or by the name "Capacity Management Shared Mailbox".

Process:

The NYS DOH Capacity Management Team receives information from the Uniform Assessment System (UAS) daily reporting all completed HCBS/LOC Eligibility Determinations. The Capacity Management Team will notify the HHCM/C-YES assessor of any newly assessed (*initial assessment only*) and eligible child/youth of their slot availability within one business day of the completed, signed/finalized assessment outcome. The HHCM/C-YES assessor will receive an HCS SFT email with a subject line "Slot Availability" indicating if the child has secured a slot prior to HCBS being provided or if the child/youth is on a waitlist.

Capacity Management will send a secure file email to the HHCM/C-YES:

- When a New child/youth is found HCBS eligible
- Verification of the child/youth's information and slot allocation

Health Home Care Managers **MUST** send a secure file email to Capacity Management when:

- The child/youth is discharged from HCBS for any reason but will remain in Health Home CM**
- To request information regarding slot allocation
- K codes have not been added or removed to a child's record within 7 business days of request
- The child/youth is disenrolled from HHSC within MAPP HHTS using **any other segment end date reason code** other than 56 (Disenrolled from HH and HCBS) or 57 (Disenrolled from HH only, continue HCBS)
 - MAPP HHTS segment end code 56 and 57, automatically alerts Capacity Management regarding K code changes without the HHCM/C-YES needing to send a SFT
- To re-instate the K code on the child'/youth's file, when an end date for a MAPP HHTS segment is canceled by the HHCM (segment is active again back to original start date) and K codes have been requested to end via SFT **OR** MAPP HHTS end date reason codes 56 or 57 were used
- The HHCM **MUST** notify Capacity Management through a SFT email, when a child/youth has a "New" CIN, **only** when it not indicated in MAPP HHTS segment end date reason code of (05) "Individual has a new CIN" on the "Old" CIN segment

C-YES **MUST** send a secure file email to Capacity Management when:

- Child/youth is discharged from HCBS**
- Child/youth has a CIN change
- C-YES is unsure of slot allocation
- Child/youth loses/never enrolls in NYS Medicaid
- Child/youth/family does not wish to continue with HCBS after reservation was made



**Need to follow policies for NOD before HCBS discharge and notification to Capacity Management that the child/youth no longer need a slot.

HHCM/C-YES: When sending a SFT email to Capacity Management, **MUST** provide:

- 1) child's name,
- 2) child's DOB, and
- 3) child's CIN

When communicating HCBS discharge information, **MUST** also provide the

- 4) discharge reason and
- 5) discharge date.

Without all this above information the request may not be able to be completed.

Note: HHCM/C-YES must follow the [policy](#) for child/youth who is transferring from Children's Waiver to OPWDD Waiver or vice versa