



Communication with NYS DOH Capacity Management for the Children's Waiver

The following outline provides basic communication that must occur with NYS DOH Capacity Management by HHCM/C-YES to ensure that the children/youth eligible for the HCBS Children's Waiver can be guaranteed a slot within the Waiver. It is imperative that NYS DOH Capacity Management accurately track the number of children/youths that are receiving HCBS. This tracking will ultimately impact whether or not HCBS providers can bill for the 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 MUST HAVE SECURE FILE TRANSFER:

The Health Commerce System Secure File Transfer provides a platform for the exchange of protected health information in a secure format, all correspondence between NYS DOH Capacity Management and HHCM regarding member information and status is required to be communicated through the HCS Secure File Transfer.

Process:

The NYS DOH Capacity Management Team will receive a Uniform Assessment System (UAS) report of all completed HCBS/LOC Eligibility Determinations that were completed. The report will outline every HCBS/LOC completed within the last 24 hours (including weekends).

This report will be reviewed daily by the Capacity Management Team who will notify the HHCM/C-YES staff of an available slot *within one business day* of the completed sign, finalized and locked assessment or outcomes. The HHCM/C-YES will receive an HCS secure file transfer email indicating whether the child has been secured a slot or is on a waitlist, unless the child/youth previously obtained as noted below.

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

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

When does the HHCM/C-YES need to send a secure file email to Capacity Management:

- Child/youth already receiving HCBS with slot and has a name or CIN # change
- Child/youth is discharged from HCBS due to goal reached or by choice
- Child/youth is disenrolled due to loss of Medicaid
- Child/youth is no longer HCBS eligible during re-assessment**
- If the HHCM/C-YES is unsure of slot allocation

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

- **Child/youth is transferring to/from one waiver to another*****

https://health.ny.gov/health_care/medicaid/redesign/behavioral_health/children/docs/transfer_process_childrens_and_opwdd_comprehensive_waiver.pdf

***Please use: Waiver Transfer in subject line

Children who transition to the Children's Waiver from one of the six previous waivers, already have a slot allocated if the HH care management agencies verified this information during the transition period. Once a child/youth have been given a slot to receive HCBS, that slot is theirs until such time they are discharged/disenrolled from the Children's Waiver. Each time the HCBS re-assessment is conducted, a slot does not need to be re-verified. Therefore, Capacity Management will only outreach to those HHCM/C-YES that have conducted eligibility with a new child who does not already have a slot assignment and are being tracked by Capacity Management.