



**Reminder:**  
**HCBS Providers to Submit Children's HCBS Authorization and Care  
Manager Notification Forms to MMCP**

Beginning October 1, 2019, HCBS providers were required to utilize the [Children's HCBS Authorization and Care Manager Notification Form to notify MMCP of a child's enrollment in HCBS](#) for children/youth participating in the Children's Waiver and enrolled in a Medicaid Managed Care Plan (MMCP). This form was required even though children in HCBS had continuity of care protections for 180 days during the transition period.

Starting on April 1, 2020, the limitations on HCBS utilization management that were in place for 180-days for Children's Waiver participants who enrolled in managed care on October 1, 2019 will come to an end. In preparation, HCBS providers must be sure to submit service authorization requests immediately for all members currently being served to avoid interrupted services and ensure authorization approvals are in place.

To ensure there is no break in service, or lag in provider payment, HCBS providers, care managers, and MMCPs **must** follow the [Children's Home and Community Based Services \(HCBS\) Plan of Care \(POC\) Workflow Policy](#), including the use of the [Children's HCBS Authorization and Care Manager Notification Form](#).

As a reminder, for children/youth who were enrolled in managed care prior to the October 1, 2019 carve-in of HCBS, the 90-days of no utilization management for HCBS ended January 1, 2020 and those services now require authorization. For children/youth in receipt of HCBS at the time of MMCP enrollment, the plan will continue to authorize HCBS in accordance with the POC for 180 days. For continuity of care purposes, the MMCP must allow children/youth to continue with their providers for an episode of care (this requirement will be in place for the first 24 months of the transition and applies to episodes of care that were ongoing during the transition from fee-for-service to managed care).

If not already completed, HCBS providers and MMCPs should use the month of March to follow the workflow, utilize the forms, and to be sure that all necessary service authorizations are in place *prior* to April 1, 2020 to avoid service disruption. Doing so will also help reduce payment delays to HCBS providers, since authorization must be put in place for any HCBS claim to be paid. Even where no prior approval is required, claims for services provided without notification may be denied as the MMCP has had no opportunity to confirm the child/youth's eligibility or to ensure the provider and services are set-up in the claims system.



It is the responsibility of HCBS providers to ensure that the first scheduled appointment with the child/family is known by the care manager and the MMCP. Notification to the MMCP regarding the HCBS appointment must be made IMMEDIATELY upon the first appointment being scheduled; the HCBS provider should not wait until they have exhausted the initial service amount of 60 days, 96 units, or 24 hours. Upon receipt of notification of the first appointment, the MMCP will establish the provider on their claim systems to ensure payment for the initial service amount. The [Children's HCBS Authorization and Care Manager Notification Form](#) must be completed and sent immediately when Frequency, Scope, and Duration (F/S/D) is determined.

Providers should not wait until the initial service amount/period has been exhausted before proceeding to request authorization of continued HCBS; requests should be submitted at least 14 calendar days prior to the existing HCBS authorization period ending. The HCBS provider may also contact the MMCP directly to discuss the continued service; however, the [Children's HCBS Authorization and Care Manager Notification Form](#) will need to be completed for documentation purposes.

Please refer to the prior authorization/concurrent review charts in Appendix C of the [Children's HCBS Provider Manual](#) for additional information. MMCP contact information can be found on the [MCTAC MCO Matrix](#).

If you have any questions, please contact [BH.Transition@health.ny.gov](mailto:BH.Transition@health.ny.gov)