



Transfer Process between Children’s and OPWDD Comprehensive Waiver for Care Management and Waiver Services

The purpose of this document is to outline the procedural steps necessary when an individual is receiving care management/waiver services from either NYS Department of Health (DOH) or NYS Office for People With Developmental Disabilities (OPWDD) and wants to receive services under the other system. When there is a request on behalf of the individual/family to transfer from one program to the other, the following steps must occur to successfully transfer. **Communication and coordination by all parties is necessary for a smooth transition for the individual.**

It is important that the current care manager has explained the various options, services, providers and eligibility processes to the individual/family and that the family has made an informed decision to move to another waiver. Proper consent should be obtained from the individual/family while planning for transition to ensure that the current care manager can share all the necessary information with the parties outlined below to assist in the transition process.

The individual’s current care manager will continue to work with the individual on the current Plan of Care (POC) while transitional activities are occurring to guarantee no disruption in services. Transitional activities will be documented in the individual’s care management notes while eligibility and services will be identified in the POC by the current care manager.

Throughout the transition process, if the individual remains eligible for his or her current Waiver, enrollment should be maintained until such time the individual is found eligible for the new Waiver to ensure no gap in service. Once eligibility and availability for the new Waiver is confirmed (i.e. a slot is available) the transition to the new Waiver can occur. The existing care manager and the new identified care manager (and HHSC or CCO/HH) will work collectively to ensure a specific timeframe and date for the transfer.

The OPWDD Developmental Disabilities Regional Office (DDRO) Children’s Liaison (CL) will remain informed by the person’s care manager and serve as liaison during the process. The DOH Capacity Management Team will assist with coordination alongside the DDRO CL.

Process #1	DOH Children’s Waiver to OPWDD Comprehensive Waiver	Responsible Party
1	<u>Notification of Intent to Transfer</u>	
	The HHCM/C-YES Care Manager notifies the DDRO CL via the HCS secure file transfer that the individual is interested in services under OPWDD’s Waiver. This request must include the following: individual’s name, CIN, OPWDD’s TABS ID (if known), DOB, and reasons why the change is being pursued (e.g., choice, no-longer meets criteria for the Children’s Waiver, aging out of Children’s Waiver). See DDRO Manual for CL contacts.	HHCM/C-YES
2	<u>Opening Conference and Confirmation of OPWDD Eligibility</u>	
	DDRO CL will schedule a phone conference with the HHCM/C-YES to provide an overview of the next steps. The individual and the parent/guardian/authorized representative should be encouraged to participate in the call. <ul style="list-style-type: none"> a. If the individual does not have OPWDD eligibility established and a current Level of Care Eligibility Determination (LCED), the DDRO CL will work closely with the 	DDRO CL



	<p>HHCM/C-YES to coordinate and assist with the DD eligibility and documentation. Stop here and proceed to the Front Door for eligibility.</p> <p>b. If the individual does have OPWDD DD eligibility established, then proceed to step #3.</p>	
3	<u>Selection of OPWDD Care Management (CCO HH or Basic HCBS Plan Support)</u>	
	<p>The DDRO CL will provide information on available CCOs and coordinate with the DDRO Care Coordination Support Liaisons (CCSLs). The CL will advise regarding the choice of available CCOs and the need to choose a CCO for care management services through OPWDD to be able to transition to the new Waiver. Once a CCO is chosen by the individual and his/her parent/guardian/authorized representative, the CCO will begin the processes for CCO enrollment (see CCO Process Model).</p> <p>The CL will coordinate with the OPWDD Front Door to ensure the choice of CCO is documented. The HHCM/C-YES will document in the case record the choice of CCO and other relevant information regarding the transfer decisions and process.</p>	DDRO CL
4	<u>Sharing of the Individual’s Current Plan of Care</u>	
	<p>The HHCM/C-Yes will provide the individual’s current Health Home Plan of Care (POC) inclusive of the HCBS to the CCO. HHCM/C-YES will notify care team members, inclusive of HCBS providers of the choice of the family to transition.</p>	HHCM/C-YES
5	<u>Completion of the OPWDD Comprehensive Waiver Application</u>	
	<p>The HHCM/C-YES, who has current oversight, will assist where necessary, in gathering information that is needed for the OPWDD Waiver application as described below:</p> <p><u>The required Waiver Application information:</u></p> <p>Application for Participation – Completed by HHCM/C-YES https://opwdd.ny.gov/opwdd_regulations_guidance/adm_memoranda/documents/application_hcbs_microsoft_word_fillable</p> <p>Documentation of Choices Form – Completed by HHCM/C-YES https://opwdd.ny.gov/opwdd_regulations_guidance/adm_memoranda/documents/documentation_choices_hcbs_microsoft_word_fillable</p> <p>ICF-I/ID Level of Care Eligibility Determination (LCED) – Provided by DDRO CL if ICF-I/ID LCED eligibility has been established. If the individual did not have ICF-I/ID eligibility established, the HHCM/C-YES works to gather the required documentation. This is referenced back up in Step 2. Also see DDRO Manual pg. xx.) https://opwdd.ny.gov/opwdd_resources/opwdd_forms/icf_mr_level_of_care_eligibility_determination_form</p> <p>In-Process Life Plan/Justification of Services – Completed by CCO The CCO will be creating the “In-Process Life Plan” or “Justification for Services” in accordance with CCO Policy Update regarding Service Authorizations and the need for waiver services prior to enrollment in a CCO at the following link: https://opwdd.ny.gov/providers_staff/care_coordination_organizations/providers/cco-manual/memo</p> <p>Distribution: The Application for Participation and the Documentation of Choices form should be sent by the HHCM/C-YES to the DDRO CL. The CL uploads the documents into CHOICES and provides copies to the CCO. The CCO will upload the “In-Process Life Plan” or</p>	HHCM/C-YES CCO



	“Justification for Services” into CHOICES. The LCED should already be uploaded into CHOICES by OPWDD, if not, the CL will make sure it is included.	
6	<u>DDRO HCBS Waiver Coordinator Confirms Eligibility for the OPWDD Waiver</u>	
	<p>The DDRO HCBS Waiver Coordinator will review the Waiver Application packet for completeness. When the DDRO HCBS Waiver Coordinator has determined that all enrollment criteria have been satisfactorily met, the DDRO HCBS Waiver Coordinator will confirm eligibility for the OPWDD Waiver.</p> <p>Note: Eligibility for the OPWDD Waiver means that the individual meets criteria for transfer from the Children’s Waiver and HHSC/C-YES, although no transfer will occur until the effective transfer date is established.</p>	DDRO Waiver Coordinator
7	<u>Establishing and Communicating the Effective Date of the Transfer</u>	
	Once the individual’s eligibility for enrollment in the OPWDD Waiver is established by OPWDD, the DDRO CL in collaboration with the HHCM/C-YES and CCO will agree and inform all parties of the effective date of the transfer. The effective date of the transfer must be a future date and must be the first of the month. The parties notified are: the individual and family, DOH Capacity Management and OPWDD Waiver Coordinator.	DDRO CL
8	<u>Notification and System Changes to Implement the Transfer</u>	
	The completion of the transfer involves both CCO and HHCM/C-YES issuance of Notices of Decision (NODs) and system changes (R/RE Codes) to allow billing and payment under the new CCO care management and OPWDD HCBS Waiver. As well as proper discharge from the current Children’s Waiver and Health Home Serving Children (HHSC) care management. (as outlined below steps)	
8a	<u>System Coding to Affect Transfer</u>	
	<p>The transfer between care management and HCBS Waiver services requires four coding changes in the eMedNY system.</p> <p>Coding Changes for the Transfer <u>from</u> the Children’s Waiver – Effective the end of the Month</p> <ul style="list-style-type: none"> • HHCM ends MAPP segment (R/E A Codes) effective in eMedNY per the agreed upon transfer date. (This can be a future date, e.g., effective the last day of the month and is system automated and generally takes 2 days) • CYES will complete its processes to disenroll the individual • After HHSC/C-YES notification upon the agreed upon date, DOH Capacity Management end-dates R/E codes (R/E K Codes) effective in eMedNY (This can be a future date, e.g., effective the last day of the month.) <p>Coding Changes for the Transfer <u>into</u> the OPWDD Comprehensive Waiver – Effective the first day of the following month</p> <ul style="list-style-type: none"> • CCO submits CCO 1 in CHOICES/TABS for CCO enrollment • OPWDD Revenue Support Field Office (RSFO) enters the OPWDD HCBS Waiver R/E Code <p>Note: The CCO will not be able to have the correct R/E code put up in the eMedNY system to cover their services until the individual is discharged from HHSC, MAPP segment ended and after DOH first removes the Children’s Waiver R/E codes.</p>	HHCM/C-YES DOH Capacity Management CCO OPWDD RSFO



8b	<u>Notification of Decision (NOD)</u>	
	<p>Notices will need to be sent to inform the individual, family and care management providers of the enrollments and disenrollments.</p> <ul style="list-style-type: none"> • HHCM/C-YES sends NOD regarding the closure of Health Home and Children's Waiver enrollment with additional copy to DDRO CL. • DDRO Waiver Coordinator sends NOD regarding the enrollment in the OPWDD Waiver with additional copy to the DDRO CL • CCO sends NOD regarding the individual's enrollment in the CCO with copy to the DDRO CL. • The DDRO CL will send the OPWDD Waiver NOD 	<p>HHCM/C-YES</p> <p>DDRO Waiver Coordinator</p> <p>CCO</p> <p>DDRO CL</p>
9	<u>Enrollment Made Effective in OPWDD Waiver and CCO</u>	
	The individual is now enrolled in the OPWDD Waiver and CCO. The CCO now provides Care Management to the individual.	CCO CM

Process #2	OPWDD's Comprehensive Waiver to DOH Children's Waiver	Responsible Party
1	<u>Notification of Intent to Transfer</u>	
	<p>The individual's CCO Care Manager notifies the DDRO CL that the individual is interested in exploring opportunities with the Children's Waiver. This request must include the following: individual's name, CIN, TABS ID, DOB, and reasons why the change is being pursued (e.g., choice). See DDRO Manual for CL contacts.</p> <p>A referral to the Children's Waiver from CCO/OPWDD's Waiver can be made for the following two target populations:</p> <ol style="list-style-type: none"> 1. Developmental Disability-Medically Fragile (DD/MF) <ul style="list-style-type: none"> o OPWDD DD eligibility o Active LCED o Evidence that the Individual is medically fragile or appears to have medical needs that would possibly meet criteria for the Children's Waiver. 2. Developmental Disability-Foster Care (DD/Foster Care) <ul style="list-style-type: none"> o OPWDD DD eligibility o Active LCED o Individual has entered Foster Care: If in Foster Care, the individual cannot remain in the OPWDD Waiver. 	CCO CM
2	<u>Confirmation that Individual Meets Requirements for Children's Waiver</u>	
	The CCO will send the required information and documentation to complete the Children's Waiver HCBS/LOC eligibility determination to the DDRO CL.	DDRO CL



	<p>For DD/Medically Fragile Target Population:</p> <ul style="list-style-type: none"> • Verification that the individual meets LCED • The Risk Factor of the Licensed Practitioner of the Healing Arts (LPHA) Attestation form has been waived • Answers to the HCBS subset of the CANS-NY questions for the Medically Fragile Target Population https://www.health.ny.gov/health_care/medicaid/program/medicaid_health_homes/hh_children/docs/hcbs_loc_functional_algorithm.pdf <p>For DD in Foster Care Target Population:</p> <ul style="list-style-type: none"> • Verification that the individual meets LCED • Documentation of the individual entering foster care <p>The DDRO CL will complete the CANS-NY subset for Medically Fragile to assess potential Children’s Waiver eligibility to ensure continuity of care. The DDRO CL will complete the CANS-NY subset and attest that the child meets Target Population, Risk Factors, and Functional Criteria for Children’s Waiver eligibility.</p> <p>The DDRO CL will confirm that individual meets targeting requirements (is in foster care or is medically fragile). The DDRO CL will inform CCO if transfer can proceed or if additional documentation may be required to confirm eligibility.</p> <p>As per current guidance, DDRO CLs will use the DD/MF Target Population of the HCBS/LOC Eligibility Determination unless instructed otherwise by DOH. Per DOH, the LPHA form is not required for the CL to perform this step in the UAS/HCBS/LOC. The LPHA form is waived only for the transfer process for the DDROs.</p>	
3	<u>Selection of Care Management (HHCM or C-YES)</u>	
	<p>CCO confirms with individual/family that the individual is eligible for services in the Children’s Waiver and educates the individual/family regarding the difference in care coordination for HH CM vs. C-YES so that the individual/family can make an informed decision on what type of care management they want. The CCO will then assists with selection of which HH and or HHCMA or C-YES for Children’s Waiver and make the proper referral. (C-YES Referral Form Instructions)</p> <p>CCO will complete the referral form for either HH or C-YES according the individual/family selection.</p> <ul style="list-style-type: none"> • If C-YES, the nurse supervisor will be assigned for the conference call (Step 4). The CCO will provide along with the referral the signed Health Home Opt-Out form (DOH 5059) by the individual/family https://www.health.ny.gov/health_care/medicaid/program/medicaid_health_homes/hh_children/consent_forms-templates.htm • If HH, the lead HH and CMA will be available for the conference call (Step 4). The CCO will provide along with the referral the signed <ul style="list-style-type: none"> ○ Freedom of Choice Form (DOH-5276) to verify the individual/family choice of HHSC and Children’s Waiver (Freedom of Choice – DOH-5276). ○ HH Enrollment consent (DOH-5200 or 5055) establishing their agreement to enroll in HHSC 	<p>CCO CM HHCM/C-YES</p>



	The referrals to either HH/HH CMA/C-YES at this point is not in a system but by phone and referral form	
4	<u>Conference Call to Confirm Transfer Date</u>	
	DDRO CL will contact the DOH Capacity Management Team OPWDD Liaison who will schedule phone conference with the CL, CCO, and HH/HH CMA/C-YES to provide an overview of the next steps that need to occur and collaboratively agree upon a transfer date. The individual/family should be encouraged to attend the conference call.	DDRO CL DOH Capacity Management
5	<u>Sharing of the Individual's Current Plan of Care</u>	
	The CCO will provide the HHCM/C-Yes with the individual's current Life Plan.	CCO
6	<u>Notification and System Changes to Implement the Transfer</u>	
	The completion of the transfer involves both CCO and HHCM/C-YES issuance of Notices of Decision (NODs) and system changes to allow billing and payment under the new HHSC care management and Children's HCBS Waiver. As well as proper discharge from the current OPWDD waiver and CCO care management. (as outlined below steps)	
6a	<u>System Coding to Affect Transfer</u>	
	The transfer between care management and HCBS Waiver services requires four coding changes in the eMedNY system. Coding Changes for the Transfer <u>From</u> the OPWDD Waiver – Effective the end of the Month <ul style="list-style-type: none"> • CCO submits CCO 2 in CHOICES/TABS for CCO disenrollment • OPWDD Revenue Support Field Office (RSFO) end dates the OPWDD HCBS Waiver R/E Code Coding Change for the Transfer <u>into</u> the Children's Waiver – Effective the first day of the following month <ul style="list-style-type: none"> • HHCM adds MAPP segment (R/E A codes) effective in eMedNY (can be a future date). • CYES will complete its processes to enroll the individual • DOH Capacity Management adds R/E codes based upon the agreed upon date (R/E K Codes) effective in eMedNY 	CCO OPWDD RSFO HHCM/C-YES DOH Capacity Management
7b	<u>Notification of Decision (NOD)</u>	
	Notices will need to be sent to inform the individual/family and care management providers of the enrollments and disenrollments. <ul style="list-style-type: none"> • HHCM/C-YES sends NOD regarding the enrollment in Health Home and Children's Waiver. • DDRO Waiver Coordinator sends NOD regarding the disenrollment in the OPWDD Waiver. • CCO sends NOD regarding the individual's disenrollment in the CCO. 	HHCM/C-YES DDRO Waiver Coordinator CCO



8	<u>Enrollment Made Effective in Children's Waiver</u>	
	The individual is now enrolled in the Children's Waiver and HHCM/C-YES. The HHCM/C-YES now provides care management to the individual update consents and establish the POC.	HHCM/C-YES