

## M-Waiver Declinations

### M-110 Initial Waiver Offers

SC will:

- Mail or hand deliver the appropriate “Declining Waiver” form to the participant and/or legal representative. See Section Z-Appendix of this manual for a detailed listing of declining waiver forms.

**NOTE: This declination must be signed by the participant and/or legal representative only.**

Participant and/or legal representative will:

- Complete the form, including the participant’s name, the participant’s last 4 digits of the social security number, and date of birth.
- Sign and date the form.
- Return the signed form to the support coordinator.

Support Coordinator (SC) will:

- Submit the signed and dated form to Regional Office (RO).

RO will:

- Review the declination form to determine that it is a valid closure.
- Sign and date the declination form once determined valid.
- Send the signed declination form to the Support Coordination Agency (SCA).
- Request a 148W for closure from the SCA.

The SC will submit the 148W for closure within 1 business day of the request.

RO will:

- Process the 148W for for closure, electronically signing, saving and uploading to the Louisiana Medicaid Eligibility Determination System (LaMEDS).
- Send the processed 148W to the Data Management Contractor (DMC), SCA, and Medicaid.
- Document in the participant's activity log and file the documents in the participant's electronic file (e-file).

If the participant/representative does not return the declination to the SC after 7 business days or if the declination is not signed by the participant and/or legal representative, RO will:

- Send the participant and/or legal representative the appropriate Verification of Declination of Waiver Offer notice: OAAS-RF-15-009 or OAAS-RF-15-010.

If there is no response after 10 business days, RO will close the waiver case/offer.

**For Adult Day Health Care (ADHC) Waiver offers only:** If there are no ADHC providers in the commutable region/area, refer to Section F-Linkages, F-300.5 No Adult Day Health Care (ADHC) Provider in the Area, of this manual.

## M-120 Current Waiver Participants

SC will:

- Mail or hand-deliver the appropriate "Declining Waiver" form to the participant and/or legal representative. See Section Z-Appendix of this manual for a detailed listing of declining waiver forms.

**NOTE: This declination must be signed by the participant and/or legal representative only.**

Participant and/or legal representative will:

- Complete the form, including the participant's name, the participant's last 4 digits of the social security number, and date of birth.

- Sign and date the form.
- Return the signed form to the SC.

SC will:

- Submit the completed, signed and dated form to RO.

RO will:

- Review the declination form to determine that it is a valid closure.
- Once determined valid, sign and date the declination form.
- Send the signed declination form to the SCA.
- Contact the SCA and request a 148W for closure.

The SC will submit the 148W for closure within 1 business day of request/notification.

RO will:

- Process the 148W for for closure, electroically signing, saving and uploading to LaMEDS.
- Send a copy of the signed/processed 148W to the DMC and SCA.
- File the documents in the participant's e-file.

If the participant/representative does not return the declination to the SC after 7 business days or if the declination is not signed by the participant and/or legal representative, RO will:

- Send the participant and/or legal representative the appropriate Verification of Declination of Waiver Offer notice: OAAS-RF-09-008 or OAAS-RF-15-008.

If there is no response after 10 business days, RO will close the waiver case/offer.

## M-130 Nursing Facility (NF) Transitions

If a NF resident or legal representative, when presented with a waiver offer, expresses the intent to decline a waiver offer, the OAAS Transition Coordinator (TC), or OAAS designee, will obtain the signed declination, providing assurance that the NF resident or legal representative is making an informed decision.

When a NF resident/legal representative notifies a SC of their request to decline waiver services, the SC/SC Supervisor (SCS) will:

- Notify by email, the TC, RO Manager, and RO inbox, within 1 business day.

The TC will:

- Complete a face to face visit with the resident and legal representative (if applicable) to discuss the declination request, and complete the declination (when appropriate) within 14 business days.

**Note: The same process is followed if the TC receives first knowledge of the request to decline waiver services, when a waiver offer has already been completed and processed.**

If the NF resident/legal representative makes the informed decision to decline the waiver offer, participant and/or legal representative will:

- Complete the declination form, including the participant's name, the participant's last 4 digits of the social security number, and date of birth.
- Sign and date the form.

The TC will:

- Send the completed declination form to the SC, RO Manager and RO inbox, the same business day.

RO will:

- Review the declination form to determine that it is a valid closure.
- Once determined valid, sign and date the declination form.
- Send the signed declination form to the SCA.

- Contact the SCA and request a148W for closure.

The SC will submit the 148W for closure within 1 business day of request/notification.

RO will:

- Process the 148W for closure , electronically signing, saving and uploading to LaMEDS.
- Send a copy of the signed/processed 148W to the Data Management Contractor (DMC) and SCA.
- File the documents in the participant's e-file.