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SERVICE ACCESS AND AUTHORIZATION

When funding is appropriated for ~~a an additional Office of Citizens with Developmental Disabilities (OCDD) waiver~~ ~~new Residential Options Waiver (ROW)~~ opportunity, or an existing opportunity is vacated ~~and funded~~, the next individual on the Developmental Disability Request for Services Registry (DDRFSR) with the highest urgency of need screen score will receive a written notice indicating that a waiver opportunity is available. That individual will receive a needs based assessment and participate in a person centered planning process. At the conclusion of that process, if it is determined that the Residential Option Waiver (ROW) is the most appropriate waiver for this individual a ROW offer will be extended.

The applicant will receive a waiver offer packet that includes a Support Coordination Agency Freedom of Choice (FOC) form. The support coordinator is a resource to assist individuals in the coordination of needed supports and services. The applicant must complete and return the packet to be linked to a support coordination agency.

Prior to linkage to a support coordination agency, the applicant must have provided the Medicaid data contractor with a current 90-L form that has been completed, signed and dated by his/her Louisiana licensed primary care physician. Once linked, the support coordinator will assist the applicant in gathering the documents which may be needed for both the financial eligibility and medical certification process for level of care determination. The support coordinator informs the individual of the freedom of choice of enrolled waiver providers, the availability of services as well as the assistance provided through the support coordination service.

Once it has been determined that the applicant meets the level of care requirements for the program, a second home visit is made to finalize the Plan of Care (POC). The following must be addressed in the POC:

- The applicant's assessed needs,
- The types and ~~number~~ quantity of services (including waiver and all other services) necessary to maintain the applicant safely in the community,
- The individual cost of each service (including waiver and all other services), and
- _____ The average total cost of services ~~per day~~ covered by the POC.

Provider Selection

The support coordinator must present the recipient/beneficiary with a list of providers who are enrolled in Medicaid to provide those services that have been identified on the POC. The support coordinator will have the recipient/beneficiary or responsible representative complete the provider FOC form initially and annually thereafter for each identified waiver service.

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Initial Plan of Care (POC)

The support coordinator will take the following actions:

- Notifying the provider that the recipient/beneficiary has selected their agency to provide the necessary service;
- Schedule a meeting with the provider and the participant to discuss services needed by the participant;
- After the meeting forward a copy of the draft POC to the provider and request sign and return the:
 - ~~Provider agreement form;~~
 - ~~Emergency plan, and~~
 - ~~Individualized Staffing Back-up Plan~~
 - Budget pages; and
 - Required POC provider attachments (e.g. Attachments B through I) as indicated in the POC.
- Forwarding the initial POC packet including provider attachments to the Office for Citizens with Developmental Disabilities (OCDD) Regional Waiver Office or Human Services Authority or District for review and approval.

Annual Plan of Care

Annual POCs follow the same process as an initial POC except for the following:

- Support Coordinator supervisors are allowed to approve an annual POC based on OCDD policy; and
- A copy of any POC approved by the Support Coordinator supervisor will be forwarded to the Human Services Authority or District.

NOTE: Residential Option Waiver services cannot begin prior to the The authorization to provide service is contingent upon approval by the OCDD Regional Waiver Office or Human Services Authority, or District or Support Coordinator supervisor's approval of the POC.

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Prior Authorization

All services in the ROW program must be prior authorized. Prior authorization (PA) is the process to approve specific services for a Medicaid [recipient/beneficiary](#) by an enrolled Medicaid provider prior to service delivery and reimbursement. The purpose of PA is to validate the service requested as medically necessary and that it meets criteria for reimbursement. PA does not guarantee payment for the service as payment is contingent upon the passing of all edits contained within the claims payment process, [compliance with all policy and rules for the covered services](#), the [recipient/beneficiary](#)'s continued Medicaid eligibility, the provider's continued Medicaid eligibility, and the ongoing medical necessity for the service.

PA is performed by the Medicaid data contractor and is specific to a [recipient/beneficiary](#), provider, service code, established quantity of units, and for specific dates of service. Prior authorizations are issued in quarterly intervals directly to the provider, with the last quarterly authorization ending on the POC end date.

PA revolves around the POC document, which means that only the service codes and units specified in the approved POC will be prior authorized. Services provided without a current prior authorization are not eligible for reimbursement.

The service provider is responsible for the following activities:

- ~~_____~~ Checking prior authorizations to verify that all prior authorizations for services match the approved services in the [recipient/beneficiary](#)'s POC. Any mistakes must be immediately corrected to match the approved services in the POC.;
- Verifying that the direct service worker's timesheet [or electronic clock in/out](#) is completed correctly and that services were delivered according to the [recipient/beneficiary](#)'s approved POC prior to billing for the service.;
- Verifying that services were documented [and provided](#) as evidenced by timesheets [or electronic clock in/out](#) and progress notes and are within the approved service limits as identified in the [recipient/beneficiary](#)'s POC prior to billing for the service.;
- ~~_____~~ ~~Completing data entry into the direct service provider data system, Louisiana Services Tracking (LAST) system.~~
- ~~_____~~ ~~Verifying service data in the direct service provider, Electronic Visit Verification (EVV) system or LaSRS depending on the service and modifying the data, if needed, based [on actual service delivery](#);~~
- ~~_____~~ Inputting the correct date(s) of service, authorization numbers, provider number, and [recipient/beneficiary](#) number in the billing system.;

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- It is the provider's responsibility to ensure that billing information for the dates of service, procedure codes, and number of units delivered is correct and matches the information in LaSRS. Inconsistencies between LaSRS and the provider's billing system may result in recoupment;
- Billing only for the services that were delivered to the recipient/beneficiary and are approved in the recipient/beneficiary's POC;
- Reconciling all remittance advices issued by the -Louisiana Department of Health (DHH-DLDH) fiscal intermediary with each payment; and
- Checking billing records to ensure that the appropriate payment was received.

~~(NOTE~~Note: Service providers have a one-year timely filing billing requirement under Medicaid regulations.)

In the event that reimbursement is received without an approved PA, the amount paid is subject to recoupment.

NOTE: Authorization for services will not be issued retroactively unless approved due to person leaving a facility is involved with special circumstances by the OCDD Waiver Director/designee.

Post Authorization

To receive post authorization, a service provider must ensure that service delivery enter the required information is reported accurately in the post authorization into the billing system maintained by the Medicaid data contractor. The Medicaid data contractor checks the service delivery information located in the post authorization system entered into the billing system by the service provider against the prior authorized unit of service. Once post authorization is granted, and billing is correctly submitted by the service provider, reimbursement the service provider may bill the DHH fiscal intermediary for the appropriate units of service will occur.

Providers of ROW services must ensure that the service provided, quantity of services, and dates of service billed align with actual delivery of services. Span date billing for services is acceptable as long as the dates align with the services being billed. Services billed and paid in excess of the services provided **on a specific date** will be recouped.

Providers must use the correct PA number when filing claims for services rendered. Claims with the incorrect PA number will be denied.

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One - Time Transitional Expenses

The support coordinator must develop a plan to include the transition expenses for individuals who are moving from an Intermediate Care Facility for ~~people with~~ Individuals with Intellectual Developmental Disabilities (ICF/IID) ~~or other institution~~ into their own residence in the community. No funds will be disbursed without prior authorization of expenditures. The following procedure must be followed to access these funds:

- The support coordinator must complete the “Transitional Expenses Planning and Approval (TEPA) Request Form,” with input from the ~~recipient~~beneficiary and his/her circle of support, to document the need for transitional expenses, identify the designated purchaser, and estimate the cost of the items or services that are needed. The ~~recipient~~beneficiary may choose to be the designated purchaser or may select his/her authorized representative, support coordinator, or provider to act as the designated purchaser. (See Appendix D for a copy of this form)
- The support coordinator must request pre-approval from the ~~OCDD Regional Waiver Office~~ or Human Services Authority or District by submitting the TEPA request form and the POC packet, including the POC budget sheet identifying the estimated TEPA cost, procedure code, provider and provider number, at least 10 working days prior to the ~~recipient~~beneficiary's actual move date.
- The ~~Human Services Authority or District~~ sends the completed pre-142 approval letter and pre-approved TEPA request form to the support coordinator and OCDD ~~Central Office~~Central Office Fiscal Section. A copy of the pre-142 approval letter will also be sent to the Medicaid parish office. The purchasing process cannot begin until the pre-142 approval letter is issued to the support coordinator.
- The support coordinator assists the designated purchaser with obtaining the items on the pre-approved TEPA request form. The ~~recipient~~beneficiary must be provided choice in the items being purchased on his/her behalf.
- After purchases are made, the support coordinator is responsible for:
 - Obtaining the original receipts from the designated purchaser.
 - Identifying the pre-approved items to be reimbursed.
 - Notating the actual cost of the pre-approved items on the TEPA request form.
 - Summarizing all items purchased by the designated purchaser on the “TEPA Invoice” form.
 - Completing the “Request for Taxpayer Identification Number and Certification” (W-9 form) if the designated purchaser is not established as a state vendor, and

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- Informing the designated purchaser of the timeframes and procedures to be followed in order to obtain reimbursement.
- The support coordinator must submit the pre-approved TEPA request form, original receipts, W-9 form (if applicable), and the TEPA Invoice form to the Human Services Authority or District within 90 calendar days following the precertification home visit.
- The ~~OCDD Regional Waiver Office~~ or Human Services Authority or District reviews the purchased items with the recipient/beneficiary/authorized representative at the pre-certification home visit for approval.
- The ~~OCDD Regional Waiver Office~~ or Human Services Authority or District mails the 18-W form, original receipts, pre-approved TEPA request form, and TEPA Invoice form to the OCDD State-Central Office Fiscal Section upon receipt. Payment will not be authorized until the ~~OCDD Regional Waiver Office~~ or Human Services Authority or District gives final POC approval upon receipt of the 18-W form.
- The OCDD State-Central Office Fiscal Section establishes a transition expense record for the recipient/beneficiary and utilizes the pre-approved TEPA request form to ensure that only the item/services listed are reimbursed to the designated purchaser.
- The support coordinator must submit to the ~~OCDD Regional Waiver Office~~ or Human Services Authority or District a revised POC budget sheet if there are any cost differences between the approved estimated TEPA cost and the actual TEPA cost.
- The OCDD State-Central Office Fiscal Section sends the “OCDD Verification of Actual TEPA Costs” form to the ~~OCDD Regional Waiver Office~~ or Human Services Authority or District for service authorization.
- The ~~OCDD Regional Waiver Office~~ or Human Services Authority or District gives final approval on the “OCDD Verification of Actual TEPA Costs” form and faxes it to the Medicaid data contractor along with the approved TEPA request form and accompanying POC budget sheets. A copy of the “OCDD Verification of Actual TEPA Costs” form is faxed back to the OCDD State-Central Office Fiscal Section for documentation in the OCDD payment record.
- Service authorization is issued to the OCDD State-Central Office Fiscal Section for the actual cost of items as identified on the approved TEPA request form. Any new items not on the original approved TEPA Request Form will not be reimbursed.

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- [The OCDD Central Office forwards the reimbursements to the designated purchaser upon payment from Medicaid;](#)
- The OCDD ~~State-Central~~ Office forwards the reimbursements to the designated purchaser upon payment from Medicaid; [and](#)
- All billing must be completed by the POC end date in order for the reimbursement to be paid. OCDD ~~State-Central~~ Office Fiscal Section maintains documentation for accounting and monitoring purposes of each [recipientbeneficiary](#)'s TEPA request including original receipts and record of payments to the designated purchaser

Additional requests for One Time Transitional Expenses must be requested by the [recipientbeneficiary](#) and submitted by the support coordinator on a new TEPA request form to ~~the OCDD Regional Waiver Office or~~ Human Services Authority or District following the above procedure. Requests ~~may~~ [must](#) be ~~approved~~ [submitted up to 30-60](#) calendar days [prior to the expiration of the original POC. after the stamped receipt date of the 18-W in the OCDD Regional Waiver Office or Human Services Authority or District.](#)

Changes in Service Needs

All requests for changes in services and/or service hours must be made by the [recipientbeneficiary](#) or his/her personal representative.

Changing Direct Service Providers

[RecipientsBeneficiaries](#) may change direct service providers once every service authorization quarter (three months) with the effective date being the beginning of the following quarter. Direct service providers may be changed for good cause at any time as approved by the ~~OCDD Regional Waiver Office or;~~ Human Services Authority or District.

Good cause is defined as:

- A [recipientbeneficiary](#) moving to another region in the state where the current direct service provider does not provide services;:
- The [recipientbeneficiary](#) and the direct service provider have unresolved difficulties and mutually agree to a transfer;:
- The [recipientbeneficiary](#) would like to share supports with another [recipientbeneficiary](#) who has a different provider agency, regardless of the [recipientbeneficiaries's](#) relationship;:

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- The [recipient/beneficiary](#)'s health, safety or welfare have been compromised_; or
- The direct service provider has not rendered services in a manner satisfactory to the [recipient/beneficiary](#) or his/her authorized representative.

[Recipients/Beneficiaries](#) and/or their authorized representative must contact their support coordinator to change direct service providers.

The support coordinator will assist in facilitating a support team meeting to address the [recipient/beneficiary](#)'s reason for wanting to terminate services with the current service provider(s). Whenever possible, the current service provider should have the opportunity to submit a corrective action plan with specific timelines, not to exceed 30 days, to attempt to meet the needs of the [recipient/beneficiary](#).

If the [recipient/beneficiary](#)/authorized representative refuses a team meeting, the support coordinator and ~~OCDD Regional Waiver Office or~~ Human Services Authority or District determine that a meeting is not possible or appropriate, or the corrective action plan and timelines are not met, the support coordinator will:

- Provide the [recipient/beneficiary](#)/ authorized representative with a current FOC list of service providers in his/her region_;
- Assist the [recipient/beneficiary](#)/authorized representative in completing the FOC list and release of information form_;
- Ensure the current provider agency is notified immediately upon knowledge and prior to the transfer_; and
- Obtain the case record from the releasing provider_; which must include:
 - Progress notes from the last two months, or if the [recipient/beneficiary](#) has received services from the provider for less than two months, all progress notes from date of admission_;
 - Written documentation of services provided, including monthly and quarterly progress summaries_;
 - Current [POC provider documents; Individualized Service Plan \(ISP\)](#);
 - Records tracking [recipient/beneficiary](#)'s progress towards ISP goals and objectives, including standardized vocational assessments and/or notes regarding community or facility-based work assessments, if applicable_;

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- Records of job assessment, discovery, and development activities which occurred, and a stated goal and objective in the most current ISP for the recipient/beneficiary to obtain competitive work in the community, if stated;_;
- Copies of current and past behavior management plans, if applicable;_;
- Documentation of the amount of authorized services remaining in the POC including applicable time sheets;_; and
- Documentation of exit interview.

The support coordinator will forward copies of the following to the new service provider:

- Most current POC;_;
- Current assessments on which the POC is based;_;
- Number of services used in the prior authorization periods for the current POC calendar-year;_;
- Records from the previous service provider;_; and
- All other waiver documents necessary for the new service provider to begin providing service.

Transfers must be made seven days prior to the end of the service authorization quarter in order to coordinate services and billing, unless the Human Services Authority or District/regional waiver office waives this requirement in writing due to good cause.

The new service provider must bear the cost of copying, which cannot exceed the community's competitive copying rate. If the existing provider charges a rate that exceeds the competitive copying rate, then the provider should contact the Support Coordinator to resolve the issue.

Prior Authorization for New Service Providers

New providers who provide services prior to the start date on the new Prior Authorization will not be reimbursed.

A new PA number will be issued to the new provider with an effective starting date of the first day of the new quarter or date agreed to by the new provider.~~the first day of the first full calendar~~

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~~month following a good cause change.~~ The transferring agency's PA number will expire on the date immediately preceding the PA date for the new provider.

~~Neither OCDD nor its agent will backdate the new PA period to the first day of the first full calendar month in which the FOC and transfer of records are completed. If the new provider receives the records and admits a recipient in the middle of a month, the new provider cannot bill for services until the first day of the next month.~~ New providers who provide services prior to the begin date of the new PA period will not be reimbursed.

Exceptions to the existing service provider end date and the new service provider begin date may be approved by the ~~OCDD Regional Waiver Office or~~ Human Services Authority or District when the reason for change is due to good cause ~~as specified above.~~

Changing Support Coordination Agencies

A ~~recipient~~beneficiary may change support coordination agencies after a six-month period or at any time for good cause if the new agency has not met its maximum number of ~~recipients~~beneficiaries. Good cause is defined as:

- A ~~recipient~~beneficiary moving to another region in the state;_;
- The ~~recipient~~beneficiary and the support coordination provider have unresolved difficulties and mutually agree to a transfer;_;
- The ~~recipient~~beneficiary's health, safety or welfare have been compromised;_; or
- The support coordination provider has not rendered services in a manner satisfactory to the ~~recipient~~beneficiary.

Participating support coordination agencies should refer to the ~~Medicaid~~ Case Management Services manual chapter in the Louisiana Medicaid Provider Manual which provides a detailed description of their roles and responsibilities.