

ODP Interim Process for Managing Waiver Capacity Prior to HCSIS Function Availability

Purpose: To provide a process for approval and monitoring adjustments to Administrative Entity (AE) Waiver Capacity prior to Home and Community Services Information System (HCSIS) functionality activation July 25, 2009. The Central Office Waiver Capacity Manager, Regional Waiver Capacity Managers and AE Leads for Waiver Capacity Management will adhere to this process to ensure accurate management and reporting of Waiver capacity in the interim period between the initiation of Waiver Capacity Management in April 2009 and full HCSIS functionality in late July 2009.

Background: The Office of Developmental Programs (ODP) is changing the way our Waiver programs are managed. ODP will work with AEs to administer these Waiver programs through capacity management. ODP will provide each AE with a Waiver Capacity Commitment Letter for each Waiver that defines the number of Waiver participants that can be enrolled in each Waiver program in any one day. AEs will manage within that capacity and may not exceed the capacity. If an AE has an eligible person in an unanticipated emergency situation that the AE cannot address within its currently available Waiver or non-Waiver resources, the AE will need to contact the Regional Waiver Capacity Manager to determine if ODP is able to increase the AE's Waiver Capacity to address the emergency.

ODP has developed processes by which the Central Office Waiver Capacity Manager, Regional Waiver Capacity Managers and AE Leads for Waiver Capacity Management will operate to ensure Waiver capacity integrity is maintained. These processes have been established and communicated with AEs through the ODP Academy webinar entitled "Waiver Capacity Management." AE Waiver Capacity and ODP approved adjustment information will be managed and maintained through HCSIS. Because supporting HCSIS functionality will not be available until late July 2009, the following interim procedure has been developed.

Interim procedure for managing Waiver capacity prior to availability of HCSIS functionality:

1. ODP has issued a Fiscal Year (FY) 08-09 Capacity Commitment letter. AEs will be required to manage within their capacity. AEs may enroll individuals into the Waivers only up to this capacity. Prior to enrolling individuals in the Waiver, AEs must ensure that they have both capacity and adequate funding to fully serve these individuals in their allocations for both FY 08-09 and for annualization in FY 09-10.
2. AEs must notify ODP through Regional Waiver Capacity Managers prior to enrolling any individuals into the waivers with the exception of individuals in the FY 09-10 initiative categories.

3. AEs must also provide notification to ODP when a Waiver participant transfers in or out of the AE. Regional Waiver Capacity Managers will review and track the adjustments, confirming the action between the receiving and sending county is completed. The AE should use the county to county transfer form or a letter to document the change. (For transfers effective on or after July 1, 2009, the transfer form should not include any financial information).
4. If the AE is enrolling an individual within their Waiver capacity or if ODP has approved an increase in capacity for a specific individual as the result of an unanticipated emergency, the AE must immediately enter the individual into pending enrollment status in HCSIS.
5. FY 08-09 allocation letters included both a start-up and an annualized figure for FY 09-10 initiatives. Enrollment into FY 09-10 initiative categories must be limited to persons who will be fully served within annualized FY 09-10 funding amounts. If the AE cannot serve the total number of individuals projected in the FY 09-10 initiatives within these funding amounts, a request for a reduction in capacity should be made to the appropriate Regional Office. AEs must also adhere to the planning guidelines issued by ODP for the initiatives.
6. ODP intends to issue a Waiver Capacity Commitment letter for FY 09-10 prior to July 1, 2009.
7. ODP will ensure that any approved adjustments to the AE's FY 09-10 Waiver capacity commitment are made before entry of the Waiver capacity commitment as part of the July 25, 2009 HCSIS release. The Waiver capacity commitment entered into HCSIS will include changes resulting from county to county transfers.

Beginning the week of May 25th, ODP will send three separate reports to each AE weekly to support these efforts. The reports that will be sent are:

- ***The number of individuals currently enrolled in each Waiver,***
- ***List of individuals in the queue, and***
- ***Changes in Waiver enrollment status within the last 30 days.***

AEs will have access to this information directly from HCSIS with the July 25 2009 release.