


CHAPTER: 4	SECTION: 42	SUBJECT: INDIVIDUAL CARE TO CONSUMERS
TITLE: CHILDREN'S WAIVER PROGRAM POLICY		
EFFECTIVE DATE: 7-18-06	REVISED DATE: 10/03/2006, 5/6/08, 12/22/09, 2/8/12, 2/8/13, 4/21/14, 6/2/16	
ISSUED AND APPROVED BY:  EXECUTIVE DIRECTOR		

I. PURPOSE:

To establish policy and procedure for the Children's Waiver Program at Community Mental Health of Ottawa County (CMHOC).

II. APPLICATION:

To all CMHOC operated and contracted programs as specified by contract.

III. DEFINITIONS:

None

IV. POLICY:

It is the policy of CMHOC to encourage that children remain living with their families and to advocate and support a family approach to service delivery for them. The Children's Waiver Program helps to make that a possibility.

V. PROCEDURE:

- A. Eligibility requirements for CMHOC funded services for persons with developmental disabilities and for those specified in the MDCH Children's Waiver Program Manual must be met.
- B. All other resources must have been accessed (e.g., supports such as family, community and school) and private insurance and Medicaid state plan coverage (e.g., CMH State Plan services, Children's Special Health Care Services, Medicaid Health Plans, Home Help, etc.) must be exhausted.
- C. If the preconditions are met, the Supports Coordinator (SC) should consult with his/her Program Coordinator and the Program Supervisor for Family Services. They will review the person's current services and supports and assess appropriateness of a request for placement on the CWP. The Program Supervisor must approve the request.
 1. It must be determined that without the services of the CWP the child is at risk of an ICF/MR out-of-home placement.
 2. The child must reside with his/her birth or adoptive parents; in specialized foster care (with a permanency plan to return home within 30 days); with a relative of the child when that relative has been named the legal guardian for that child under

the laws of the State of Michigan and is not a paid foster parent for that child; in an ICF/MR facility, but with appropriate community support, could return to their birth or adoptive home or to the home of a relative. The relative must be named the legal guardian for that child under the laws of the State of Michigan and not be a paid foster parent for that child.

3. The child must be under the age of 18.
4. The family is willing and able to participate in the development of the IPOS; allow services to be provided in the family home; provide care and supervision beyond the services authorized as outlined in the Category of Care/Intensity of Care Decision Guides; obtain and support require documentation.
5. The child must meet or be below Medicaid income and asset limits when viewed as a family of one (the family income is waived).

D. Prior to State Eligibility Determination:

1. With support from the Family Service's Program Coordinator, a CWP pre-screen application is completed by the CMHSP Support's Coordinator, signed by the parent and submitted to MDCH for review and scoring.
2. The pre-screen score places the child on the top of the Priority Weighing List.
3. An opening occurs within the CWP.
4. The child receives an invitation to apply for the CWP.
5. The CMHSP completes an application packet for the child and submits it to the MDCH.
 - a. This packet includes a Waiver Certification form and Medical Examination form (FIA-49).
 - b. The Decision Guide Table will be completed by the Supports Coordinator to identify the need for hourly care and/or to establish the maximum daily amount of private duty nursing needed. (Refer to Section 10 and Section 17 of the Children's Waiver Program Manual.)

E. Eligibility maintenance once awarded:

1. A Waiver Certification form and Medical Examination form (FIA-49) must be completed and submitted to MDCH annually. The Supports Coordinator is to determine the Category of Care utilizing the Decision Guides in the CWP Manual.
2. At least one waiver service per month must be provided.

F. Services are provided as prescribed in the IPOS and monitored by the Supports Coordinator as with any other individual receiving services from CMHOC.

G. All processes available to any CMHOC consumer are available to those who are on a Children's Waiver, e.g., appeal and grievance, recipient rights, person-centered planning, etc.

H. Purchasing Procedures:

1. CMHOC will adopt the County of Ottawa's Purchasing Policy.
2. CMHOC will follow the procedures for purchasing and repairing specialized medical equipment and supplies that are outlined in the most current versions of the Instructional Manual for CWP and the MDCH Medicaid Provider Manual.
3. Purchase of specialized medical equipment and supplies must receive prior authorization by the CWP Clinical Review Team following denial by all applicable insurance sources.

VI. ATTACHMENT:
Not Applicable

VII. REFERENCE:
Michigan Department of Community Health (MDCH) Mental Health Code, the Medicaid Provider Manual, the MDCH/CMHSP Contract, and the MDCH Children's Waiver Program Manual.