


CHAPTER: 4	SECTION: 42	SUBJECT: <b>INDIVIDUAL CARE TO CONSUMERS</b>
TITLE: <b>CHILDREN'S WAIVER PROGRAM POLICY</b>		
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, 10/6/18, 5/22/20, 4/13/21, 10/27/22, 11/15/23	
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 MDHHS Medicaid Provider Manual.
- B. 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.
  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).
- C. 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 MDHHS for review and scoring.
  2. The pre-screen score places the child on the Priority Weighing List.
  3. An opening occurs within the CWP.
  4. The child with the highest score in the state of Michigan receives an invitation to apply for the CWP. If not invited, the child remains on the Priority Weighing List.
  5. The CMHSP completes an application packet for the child and submits it to the MDHHS.
    - a. This packet includes a Waiver Certification form, Medical Examination (FIA-49), Category of Care, and Major Life Activity forms.
    - b. The Decision Guide Table will be completed by the Supports Coordinator as part of the Category of Care to identify the need for hourly care and/or to establish the maximum daily amount of private duty nursing needed.
- D. Eligibility maintenance once awarded:
1. A Waiver Certification form and Medical Examination form (FIA-49) must be completed and submitted to MDHHS annually. The Supports Coordinator is to determine the Category of Care utilizing the Decision Guides in the CWP Manual.
  2. Major Life Activities Form (and depending on what info is in this, you may need to upload psychosocial and behavior plan with it) and IPOS need to be submitted initially and annually.
  3. At least one waiver service per month must be provided.
- E. Services are provided as prescribed in the IPOS and monitored by the Supports Coordinator as with any other individual receiving services from CMHOC.
- F. 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.
- G. 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 version of the MDHHS Medicaid Provider Manual.
3. Purchase of specialized medical equipment and supplies over \$1000 must receive prior authorization by the Prior Review and Approval Request (PRAR) team at the LRE following denial by all applicable insurance sources. Follow the PRAR Checklist for all details that need to be submitted.

**VI. ATTACHMENT:**

Not Applicable

**VII. REFERENCE:**

Michigan Department of Health and Human Services (MDHHS), Mental Health Code, the Medicaid Provider Manual, and the MDHHS/CMHSP Contract