



# Iowa Department of Human Services

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## INFORMATIONAL LETTER NO. 1336

**DATE:** December 20, 2013

**TO:** Iowa Medicaid Home and Community Based Service (HCBS) Providers, Case Managers, Targeted Case Managers, and Department of Human Services (DHS) Service Workers

**ISSUED BY:** Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

**RE:** HCBS Intellectual Disability (ID) and Brain Injury (BI) Waiver Supported Community Living (SCL) services approval process

**EFFECTIVE:** Immediately

This letter is to serve as clarification regarding the Home and Community-Based Services (HCBS) Daily SCL rate approval process. Please note the following points related to service plan authorization and the Daily SCL D-4 rate worksheet reviews that are for **adult members on the ID and BI Waivers**.

It is important to note that the SCL daily rate review process can take up to 30 days, or longer if additional information is needed. The earliest an SCL rate can become effective is the first day of the month in which the D-4 is submitted. To ensure timely rate implementation, providers should submit the HCBS Daily SCL site and individual D-4s to the IME Provider Cost Audit and Rate Setting (PCA) Unit as far advance of the desired effective date as possible.

- Click on the following link to access the step by step [Daily SCL D-4 Review Workflow and the Service Plan Review Workflow](#).
- Click on the following link to access the [HCBS Supplemental Schedule D-4 \(form 470-3449\)](#), the [individual HCBS Supplemental Schedule D-4 \(form SS-1703\)](#), and the [form instructions](#).

Additional information regarding the service plan review and the daily SCL rate setting process may be found in [Informational Letter 1150](#) and in the July 26, 2012 webinar entitled, "[Medicaid Changes Related to Mental Health and Disability Redesign: Webinar 3 Service Plan Authorization and Rate Changes](#)".

All questions should be addressed to the IME Home and Community-Based Services (HCBS) program at [HCBSwaivers@dhs.state.ia.us](mailto:HCBSwaivers@dhs.state.ia.us).