



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

INFORMATIONAL LETTER NO.1403

DATE: June 25, 2014

TO: Iowa Medicaid Home Community Based Services (HCBS) Habilitation Service Providers, Case Managers (CM), Targeted Case Managers (TCM), Services Workers (SW) and Adult Integrated Health Homes (IHH)

FROM: Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

RE: HCBS Habilitation Nonfinancial Eligibility Determinations

EFFECTIVE: July 1, 2014

This letter is to provide notification of a change in the process for determining a Medicaid member's nonfinancial eligibility for the HCBS Habilitation program.

Currently, the review of eligibility criteria is completed by Magellan of Iowa. Effective July 1, 2014, the IME Medical Services Unit will begin reviewing the comprehensive functional assessment to determine if a member meets the eligibility criteria for habilitation and is in need of HCBS Habilitation services. After eligibility for the Habilitation program is established for a member, authorization of Habilitation services by Magellan will still be required. The service authorization process has not changed. Beginning July 1, 2014, the following processes will apply:

Type of review	Role of TCM, CM, SW or IHH	IME Medical Services Unit and Magellan Roles
Member's annual nonfinancial eligibility review for HCBS Habilitation is due July 1 – July 31, 2014	During the month of June 2014, CM, TCM, SW or IHH completes a Comprehensive Functional Assessment and submits to Magellan for review. See the instructions for submission on the next page.	Magellan reviews the assessment and determines if the member is in need of HCBS Habilitation services. Magellan sends a Notice of Decision (NOD) to the CM, TCM, SW or IHH that submitted the assessment. The CM, TCM, SW or IHH will notify the member.
Member requests HCBS Habilitation services for the first time on or after July 1, 2014	The CM, TCM, SW or IHH completes a Comprehensive Functional Assessment and Social History and submits to the IME Medical Services Unit. See the instructions for submission on the next page.	The IME Medical Services Unit reviews the assessment of need and determines if the member is in need of HCBS Habilitation services. The IME Medical Services Reviewer sends a Notice of Decision (NOD) to Magellan and the CM, TCM, SW or IHH that submitted the assessment. The CM, TCM, SW or IHH will notify the member.

<p>Member's annual nonfinancial eligibility review for HCBS Habilitation is due on or after August 1, 2014</p>	<p>During the month of July 2014, the CM, TCM, SW or IHH completes a Comprehensive Functional Assessment and submits to the IME Medical Services Unit.</p> <p>See the instructions for submission below.</p>	<p>The IME Medical Services Unit reviews the assessment and determines if the member continues to be in need of HCBS Habilitation services. The IME Medical Services Reviewer sends a NOD to Magellan and the CM, TCM, or IHH that submitted the assessment. The CM, TCM, SW or IHH will notify the member.</p>

The eligibility criteria for HCBS Habilitation has not changed and is located at 441-IAC 78.27
(2). HCBS Habilitation Nonfinancial Eligibility Criteria includes:

a. **Risk factors-** The member has at least one of the following risk factors:

- (1) The member has undergone or is currently undergoing psychiatric treatment more intensive than outpatient care (e.g., emergency services, alternative home care, partial hospitalization, or inpatient hospitalization) more than once in the member's life; or
- (2) The member has a history of psychiatric illness resulting in at least one episode of continuous, professional supportive care other than hospitalization.

b. **Need for assistance-** The member has a need for assistance demonstrated by meeting at least two of the following criteria on a continuing or intermittent basis for at least two years:

- (1) The member is unemployed, is employed in a sheltered setting, or has markedly limited skills and a poor work history.
- (2) The member requires financial assistance for out-of-hospital maintenance and is unable to procure this assistance without help.
- (3) The member shows severe inability to establish or maintain a personal social support system.
- (4) The member requires help in basic living skills such as self-care, money management, housekeeping, cooking, and medication management.
- (5) The member exhibits inappropriate social behavior that results in a demand for intervention.

Instructions for Submission:

Beginning July 1, 2014, the Comprehensive Functional Assessment and Social History may be uploaded through the Iowa Medicaid Providers Access Portal (IMPA) or faxed to (515) 725-0931; the cover sheet should be addressed to the Medical Services Unit, Attention Habilitation Reviewer.

Questions regarding this notification may be addressed to LeAnn Moskowitz, Program Manager, at 515-256-4653 or lmoskow@dhs.state.ia.us or Steve Johnson, Clinical Director at 515-273-5010 or STJohnson@magellanhealth.com.