



Iowa Department of Human Services

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INFORMATIONAL LETTER NO.1704

DATE: August 5, 2016

TO: Iowa Medicaid Targeted Case Management Providers, Home- and Community-Based Services (HCBS) Waiver Providers, Department of Human Services (DHS) Service Workers and Supervisors, Service Area Administrators, Integrated Health Homes (IHH), and Managed Care Organizations (MCO).

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

RE: HCBS Waiver Slot Attrition Guidelines

EFFECTIVE: Immediately

To allow for HCBS slots to be reassigned in a timelier manner and to allow members to regain their slot more easily, the IME has updated the protocol for the attrition and reissue of HCBS slots. The new protocol replaces the waiver-year methodology. Below are the reissue and attrition guidelines that are currently in use:

Waiver Slot Reissue and Attrition Guidelines

- Waiver slot closure reasons that allow a slot to be immediately reassigned to the next applicant upon notice to the department (if the waiver has available slots):
 - a. Applicant/member aged out of the waiver for Children's Mental Health (CMH), Physical Disability (PD) and Health and Disability (HD) Waivers.
 - b. Applicant/member moved out of state.
 - c. Applicant/member is deceased.
- Waiver slot closure reasons that allow a slot to be reassigned to the next applicant after 30 days of closure notice to the IME (if the waiver has available slots):
 - a. Application withdrawn; notification made to the DHS Contact Center.
 - b. Applicant/member chose another waiver.
 - c. Applicant/member is in foster care (CMH only).
 - d. Applicant/member is admitted to Intermediate Care Facility for the Intellectually Disabled (ICF/ID) or Psychiatric Medical Institution for Children (PMIC).
- Waiver slot closure reasons that allow a slot to be reassigned to the next applicant after 120 days of closure notice to the IME (if the waiver has available slots):
 - a. Applicant did not respond to notice from the Income Maintenance Worker (IMW); response deadline within 30 days.

- b. Member/applicant has been admitted to a nursing facility.
 - c. Member/applicant has been denied level of care (LOC.)
 - d. Member/applicant has not completed annual Medicaid financial review timely.
 - e. Member/applicant requested waiver to be closed.
 - f. Member/applicant exceeds the allowable financial resources.
 - g. Member/applicant reported other income variables.
 - h. Member/applicant needs cannot be met by the waiver.
 - i. Member did not access one unit of service during the most recent calendar quarter.
 - j. Member/applicant is under juvenile court order.
- For members who meet all of the following criteria, the IME will place that member on the waiting list in accordance with the member's original application date for the specific waiver:
 - a. Had been actively on a waiver but who were closed off the waiver, and
 - b. who request a slot, and
 - c. the request is received by the IME between days 121-180 after notice of closure .
 - For members who had been on a waiver but the waiver has been closed for more than 180 days, or applicants who never accessed a waiver, once the waiver slot is closed:
 - a. the member must reapply, and
 - b. will have a new application date based upon that date of application.

Questions about specific applicants, members, or these guidelines can be addressed to the waiver slot manager at WaiverSlot@dhs.state.ia.us.