



STATE OF IOWA

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DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

INFORMATIONAL LETTER NO. 516

DATE: July 28, 2006

TO: All ISIS users

FROM: Iowa Medicaid Enterprise Bureau of Long Term Care

SUBJECT: New Home and Community Based Services AIDS/HIV, Ill and Handicapped and Physical Disability Level of Care Process

- This applies **ONLY** to the AIDS/HIV, Ill and Handicapped and Physical Disability waivers

The focus of the Iowa Medicaid Enterprise (IME) is to ensure the provision of services and quality of care through its long-term care programs. Oversight is essential to ensuring member safety and quality of life. A quality assurance/quality improvement (QA/QI) component is being developed by the IME Medical Services Unit to shift the focus to quality assurance review to ensure medical necessity and quality of care for services provided. The resources currently used for the face-to-face long-term care assessment process for HCBS AIDS/HIV, Ill and Handicapped (IH) and Physical Disability (PD) waivers will be redeployed to better fulfill the IME mission. Due to this change, the level of care process is being revised.

Current process prior to August 1, 2006:

The IME Medical Services nurse reviewers:

- Completed the assessment tool and made a level of care determination using the assessment tools specific to each HCBS program.
- Educated individuals and families about their choices.
- Completed re-assessment on an annual basis and determined level of care on an annual basis.

Process effective August 1, 2006:

- The ISIS flows for reviews/continued stays will change August 1. For reviews due in September, the CM/SW will receive an ISIS milestone/notification beginning in August that they will need to coordinate with a medical professional (physician, physician's assistant or advanced registered nurse practitioner) to complete the Level of Care Certification form (470-4393) for level of care determination.
- For all new applicants to these HCBS waiver programs, a Level of Care Certification for HCBS, form (470-4393) must be completed by a medical professional to verify need for program admission and level of care criteria. (See attached *draft* form and instructions for completion)
- The CM/SW coordinates the completion of the certification form by the medical professional with the consumer or family members. The medical professional will submit the completed form via fax to the IME Medical Services Unit nurse review staff at (515) 725-1355.
- The medical professional may choose to enter the information into an electronic template and submits electronically to the IME Medical Services nurse reviewer staff or to the CM/SW. The template can be found at http://www.ime.state.ia.us/HCBS/help_ownhome.html

- The IME Medical Services nurse reviewer will make a level of care determination based on the information provided on the completed certification form. The CM/SW will be notified of the decision on the level of care through ISIS.
- The LOC and CSRs milestones initiated in ISIS that are currently in process will be completed by the CM/SW assigned in ISIS. If the CM/SW wishes to assist in completing these current milestones, the assistance will be appreciated.

For assistance with this process contact your supervisor. For questions related to this release, please contact the applicable program managers:

AIDS/HIV and PD– Jo Ann Kazor (515) 725-1150 or jkazor@dhs.state.ia.us

IH – Sue Stairs (515) 725-1146 or sstairs@dhs.state.ia.us

For IMW's, this is just for your information; there are no changes in responsibility with the exception that IMW will provide the Level of Care certification form to the applicant or representative at the time of a new application.

cc: Iowa State Association of Counties - Deb Westvold
DHS Case Management - Diane Diamond
Office of Field Support - Jim Krogman and Jim Daumueller
Division of Financial, Health & Work Supports - Anita Smith
ISIS helpdesk

Attachment: Level of Care Certification Form (470-4393)