



STATE OF IOWA

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DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

INFORMATIONAL LETTER NO. 502

DATE: June 22, 2006
TO: All ISIS users
FROM: Iowa Medicaid Enterprise Bureau of Long Term Care
SUBJECT: New Home and Community Based Services Brain Injury and Mental Retardation Level of Care Process

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. With this unique member population, 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 Brain Injury (BI) and Mental Retardation (MR) 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 July 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 July 1, 2006:

- All new adult HCBS MR and all BI waiver cases entered into Individualized Services Information System (ISIS) will go directly to the Targeted Case Manager (TCM's) workload page notifying them to immediately begin work on the assessment.
- For all new children applying for the MR waiver, IME Medical Services will complete the initial assessment tool. TCM's will be responsible to provide the continued stay reviews (CRS's) or change in level of care assessment for children after the initial level of care (LOC) is completed.
- All ongoing (CSR's) will be completed by the TCM when it appears on their workload page in ISIS.
- If a significant change occurs in the individual situation that may require a different LOC, the TCM will be responsible for initiating the assessment process. (i.e. complete the assessment tool and notify IME Medical Services through ISIS)
- To initiate a reassessment or review of a different level of care, the TCM will press the "INT LOC" button in ISIS once the assessment is completed.
- The TCM continues to be responsible for securing the necessary psychological and diagnosis information.
- A TCM may complete the assessment tool by:
 - Entering the information into an electronic template and submit electronically to the IME Medical Services nurse reviewer staff. The template can be found at http://www.ime.state.ia.us/HCBS/help_ownhome.html OR:

- By completing a paper copy and submit via mail or fax to the IME Medical Services nurse review staff.
- The IME Medical Services Unit will make a level of care determination based on the information provided on a complete assessment.
- The LOC and CSRs in process milestones initiated in ISIS will be completed by the assigned individual in ISIS, during this transition period.

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

BI– Jo Ann Kazor (515) 725-1150 or jkazor@dhs.state.ia.us

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

For IMW's, this is just for your information only; there are no changes in responsibility.

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