MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 254		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
55 - 58	17	9/95	55 - 58a	17	6/02
DATE: JUNE 1, 2002 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS					

This change is being made to implement new policy for the HCB application process and in the procedure when an individual who is eligible for HCB Waiver is placed in a nursing facility.

Section 17.17: The new HCB form, DHS-2.FRM, must now be accompanied by a copy of the last page of the PAS-2000 completed by the contract agency which determines medical necessity. Medical necessity is currently determined by WVMI. The entire PAS-2000 is not required, only a copy of the last page. Since it is no longer a requirement that the client use a case management agency, the DHS-2.FRM may originate from a case management agency or from the WV Bureau of Senior Services (WV BoSS). The DHS-2.FRM has 2 versions; one for case management agencies and one for WV BoSS.

After consultation with BMS, the decision was made that the date of application for HCB will be the date of the first contact with the client or his representative, by phone, fax, mail, e-mail or in person. In many instances, the date of application was delayed when the individual called for an appointment and the appointment could not be scheduled in a timely manner. Although OFS recognizes that many local offices schedule appointments due to the length of these interviews, eligibility was sometimes delayed inappropriately when the request was made by phone. Case management agencies who chose to act on behalf of a client have been instructed by BMS to apply within 7 days of the date of receipt of the medical approval.

Obsolete information about billing for HCB services and signing the Plan of Care was removed.

Section 17.18,C: This item was rewritten for clarification and a procedure was added for situations in which financial eligibility for HCB has been determined, but the individual subsequently is placed in a nursing facility. Previous policy required an application. These procedures eliminate a complete application, but the process does require other steps be completed prior to payment for nursing facility services.

Policy questions should be directed to the OFS Policy Unit.

RAPIDS questions should be directed to the RAPIDS Help Desk.