



**Aged and Disabled Adult Waiver Program  
And  
Assisted Living Waiver Program**

**Enrollment Management System Procedures**  
**Effective December 3, 2012**

## **Summary**

Effective December 3, 2012, the Department will implement the Enrollment Management System (EMS) for the Aged and Disabled Adult (ADA) Waiver Program and Assisted Living (AL) Waiver Program.

- There will be no change in the current procedures for placing and maintaining individuals on the Assessed Priority Consumer List (APCL) as stated in DOE's NOI #083112-1-I-SCBS, dated August 31, 2012, and in the *Department of Elder Affairs Programs and Services Handbook*.
- Area Agencies on Aging (AAAs) will receive a list of individuals from the Department titled, "EMS Release," to process pursuant to the procedures outlined in this document.
- Individuals will be placed on the EMS Release pursuant to the Department's prioritization methodology as stated in the *Department of Elder Affairs Programs and Services Handbook*. This method releases individuals from APCL status using the individual's most recent rank and priority score which assigns the highest priority to the frailest individuals.

## **EMS Releases**

The Department will determine the number of individuals who may be served statewide. Using the spreadsheet titled, "EMS Release," the Department will distribute the list of these individuals to designated points of contact at the AAAs using the spreadsheet.

The EMS Release distributed to each AAA will include the following information generated from CIRTS:

- Social Security Number
- Planning and Service Area
- CARES Office with Open Case
- Client ID (unique, random number assigned by the system that is associated with each client in CIRTS)
- Owner (number identifying the Agency that is responsible for managing a client's case)
- Last Name
- First Name

- APCL Start Date (date that identifies when someone starts waiting for services prior to approval to begin the eligibility processes or begin services)
- Most Recent Rank (number 1 to 8, frailty level based on priority score)
- Most Recent Priority Score (number 1 to 100 calculation component of the prioritization method that ensures those most in need of services are served first)
- Most Recent Assessment Date (date of 701A Assessment)
- Enrollments (includes APCL, APPL, NHD Release date, and enrollments)
- County
- Zip Code
- Status
- Most Recent Living Arrangement (e.g. AL= client lives alone)
- CARES Case Assigned To, if applicable

### **EMS Release Enrollment**

After the waitlist release is distributed, each AAA will confirm through telephone contact which individuals are planning to enroll in the ADA or AL programs. For those individuals expressing continued interest, the following must be completed in accordance with procedures in the *Department of Elder Affairs Programs and Services Handbook*:

1. Update CIRTS to reflect an APPL status within ten (10) working days of reaching the client in accordance with each AAA's policies and procedures. APPL status means approval has been given to begin the eligibility process.
2. CCE-MW probables are counted in the cost estimates for each release and will be identified for the AAAs on the release spreadsheet. Although this identification should assist the AAAs, it will not supplant the AAA's contractual responsibility to "identify potential Medicaid eligible CCE clients", assist individuals in meeting the requirement to "apply for Medicaid Waiver services," or to meet the statutory performance measure related to "average time in CCE Program for Medicaid Waiver Probables."
3. If the client does not have Medicaid, AAAs shall assist the client with the financial eligibility process.

4. Release APPL clients to case management agencies as chosen by the client. Case management agencies will refer to DOEA Form 701D for specific and detailed instructions for completing the assessment forms. The case manager shall act as an assessor and complete the Assessment Instrument (DOEA 701B). The assessment will determine the client's level of functioning, existing resources, and gaps in service provision.
5. The remainder of the enrollment steps will continue to be handled by the case management agencies pursuant to the ADA and AL waiver provider handbooks.

The AAAs shall report to the Department the status of EMS release clients on a monthly basis, completing the “Status” column of the EMS Release spreadsheet. The status field is a place for the AAA to record the reason why a client does not reflect an Applicant (APPL) status or is not enrolled in the ADA or AL programs at the time of the report.

Please note: If a client is interested in the ADA or AL programs and is either in the pipeline for or enrolled in the Nursing Home Diversion (NHD) Program, the AAA shall ensure the client is aware that they have the choice to continue NHD enrollment or choose to enroll in the ADA or AL programs. If the client has chosen a Medicaid Waiver program in which to enroll, the AAA shall contact Comprehensive Assessment and Review for Long-Term Care Services (CARES) to report the client’s choice.

### **Removing Individuals from the APCL and APPL**

When an individual on the EMS Release waiting for the ADA or AL programs is no longer eligible for or no longer interested in receiving services from the ADA or AL programs, the CIRTTS must be updated pursuant to the *Department of Elder Affairs Programs and Services Handbook*. Please note that the purpose of CIRTTS updates is to ensure that individuals are removed from the APCL and APPL so that enrollment and releases may be managed monthly.

### **When an Individual on the EMS Release for the ADA or AL Program Moves**

Individuals on the EMS Release who move to a different PSA pending enrollment into the ADA or AL programs will not lose their place in the enrollment process. The AAA

must coordinate with the other AAA and respective CARES Offices. To ensure the individual's place is held, the following CIRTIS entries should be made in the order listed:

1. ADRC staff in the originating PSA closes the APPL with the CIRTIS code "TPMO = TERMINATED APPL CLIENT MOVED" and informs the receiving AAA/ADRC.
2. ADRC staff in the receiving PSA enters the individual's APPL enrollment date.

### **Adult Protective Services, Aging Out, Imminent Risk, and Nursing Home Transition**

Individuals prioritized as having a priority of six or higher are excluded from the EMS process and may be enrolled pursuant to the *Department of Elder Affairs Programs and Services Handbook*.

### **Managing the EMS**

Department staff will be available to provide technical assistance to AAAs on an ongoing basis. Department staff will also monitor timeframes for movement of individuals from APCL to waiver enrollment.