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CHARLES T. CORLEY
INTERIM SECRETARY

MEMORANDUM

Notice #: 020411-1-I-SWCBS

TO: Area Agency on Aging (AAA) Executive Directors

FROM: Charles T. Corley, Interim Secretary

DATE: February 4, 2011

SUBJECT: Notice of Instruction: Area Agencies on Aging Procedures for Nursing Home Transition Case Management

The purpose of this Notice of Instruction is to provide Area Agencies on Aging (AAAs) with procedures for implementing the nursing home transition case management service as referred to in Notice #: 020311-1-I-SWCBS. CARES will begin sending referrals for nursing home transition case management on February 21, 2011. Please note the following two attachments:

- The first attachment, Final Draft TCM Procedures.pdf, provides detailed procedures for clients that are recommended for transition case management.
 - Part 1, "Nursing Home Transition Case Management Procedures for AAA/ARC," explains the process for handling nursing home transition case management clients for ARCs/ADRCs.
 - Part 2, "Nursing Home Transition Case Management Procedures for Transition Case Managers," explains detailed procedures for transition case managers.
- The second attachment, TCM FAQs.doc, provides answers to questions that the Medicaid Waiver Specialists may receive during the implementation of nursing home transition case management.

The Department appreciates your collaboration and continued assistance in the development and implementation of the attached policies and procedures for nursing home transition case management. If you have any questions, please contact your contract manager.

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