Waiver Transition Process

STEP 1

DMH/DD/SAS requested from LME's Annualized cost summary data

STEP 2

Based on cost summary data DMH/DD/SAS populated Comprehensive Waiver & Supports Waiver

STEP 3

DMH/DD/SAS submitted populated waiver data to LME's

STEP 4

LME's will submit **Waiver Transition Letter** to Case Manager agencies identifying participant and wavier assignment and the local DSS offices
DSS offices will need to receive between 10/9/08-10/30/08

STEP 5

The Case Manager will hand deliver or mail the **Waiver Transition Letter** to the participant and/or legally responsible person

STEP 6

The Case Manager will complete a fill out the **Case Manager Transition Process Check Sheet** which will review: waiver assignment, waiver differences, any issues and appeal rights

STEP 7

The Case Manager will send a copy of the **Case Manager Transition Process Check Sheet to LME**, to the participant and place original in the participant file by 10/30/08

Step 8

The DSS will enter the appropriate indicator on the Medicaid card,
CM- Comprehensive and C2 Supports Waiver

STEP 9

The CAP-MR/DD participant begins new services pending CMS approval
November 1, 2008