

Dear MWMA user:

Division of Community Alternatives, Department for Medicaid Services, has arranged for several MWMA training sessions in June and July 2016 in Frankfort, KY. The purpose of the training is to provide you with additional information regarding MWMA and changes that have occurred within the system. You will also see a demonstration of the integrated application submission process, waiver lifecycle and LOC and POC processes. We will provide several questions and answer sessions with subject matter experts, (SME's) and practice some of the features and functionality of MWMA on your laptops.

**Each provider agency is invited to register for the training and have a will have a limit of two guests per agency. The deadline for registration for all is June 24, 2016**

Date	AM Session	PM Session
June 30	8am-12pm	1pm-5pm
July 7	8am-12pm	1pm-5pm
July 14	8am-12pm	1pm-5pm

**Reply to this email with the following information to register:**

	Date of Session	Session (AM or PM)	Attendee's name	Agency Name	Attendee email
<b>Attendee 1</b>					
<b>Attendee 2</b>					

The location for the training is **HP Enterprise Service, LLC, at 656 Chamberlin Ave, Frankfort, KY.** Everyone will use the **front door for entry and registration.** Parking is open and there will ample spots for all. All participants will need to bring their laptop.

In order to be **prepared for the training CASE MANAGERS/ SUPERVISORS** should complete the following Web Based Training modules at the TRIS site prior to arrival: <http://tris.eku.edu/MWMA/training.aspx>

1. MWMA: Medicaid Waiver Management Application Overview
2. MWMA: Reviewing and Application For Medicaid Waiver Services
3. MWMA: Initiating and Application for Medicaid Waiver Services
4. MWMA: Determining Eligibility for Medicaid Waiver Services
5. MWMA: Enrolling an Individual in a Medicaid Waiver Program
6. MWMA: Transitioning Individuals into a Medicaid Waiver Management Application
7. MWMA: Performing Case Management in the Medicaid Waiver Management Application
8. MWMA: Performing an Assessment for Medicaid Waiver Services
9. MWMW: Performing a Reassessment for Medicaid Waiver Services
10. MWMA: Managing a Plan of Care
11. MWMA: Incident Management in the Medicaid Waiver Management Application
12. MWMA: Participant Directed Services in the Medicaid Waiver Management Application

**Application Initiators** should complete 1-3 above. **Direct Services Providers** should completed 1,2,11, and 12 above.

To register for TRIS training email [MedicaidPartnerPortal.info@ky.gov](mailto:MedicaidPartnerPortal.info@ky.gov) with your name, email and role. You will receive an email with user name and password within 2-3 business days. For other issues you may call MWMA/Partner Portal contact center at **1-800-635-2570** (press "1", "6", "2" after the DMS welcome plays) or send email. When sending an email to the contact center relevant to the upcoming training use this phrase in the subject line, **"Provider Training Research"**.

Thank you for registering.

Sincerely,

Division of Community Alternatives, Department for Medicaid Services