Level of Care Assessment Determination
Quick Reference Guide

MWMA

This Quick Reference Guide outlines the steps to record an assessment determination in the Medicaid Waiver Management Application (MWMA).

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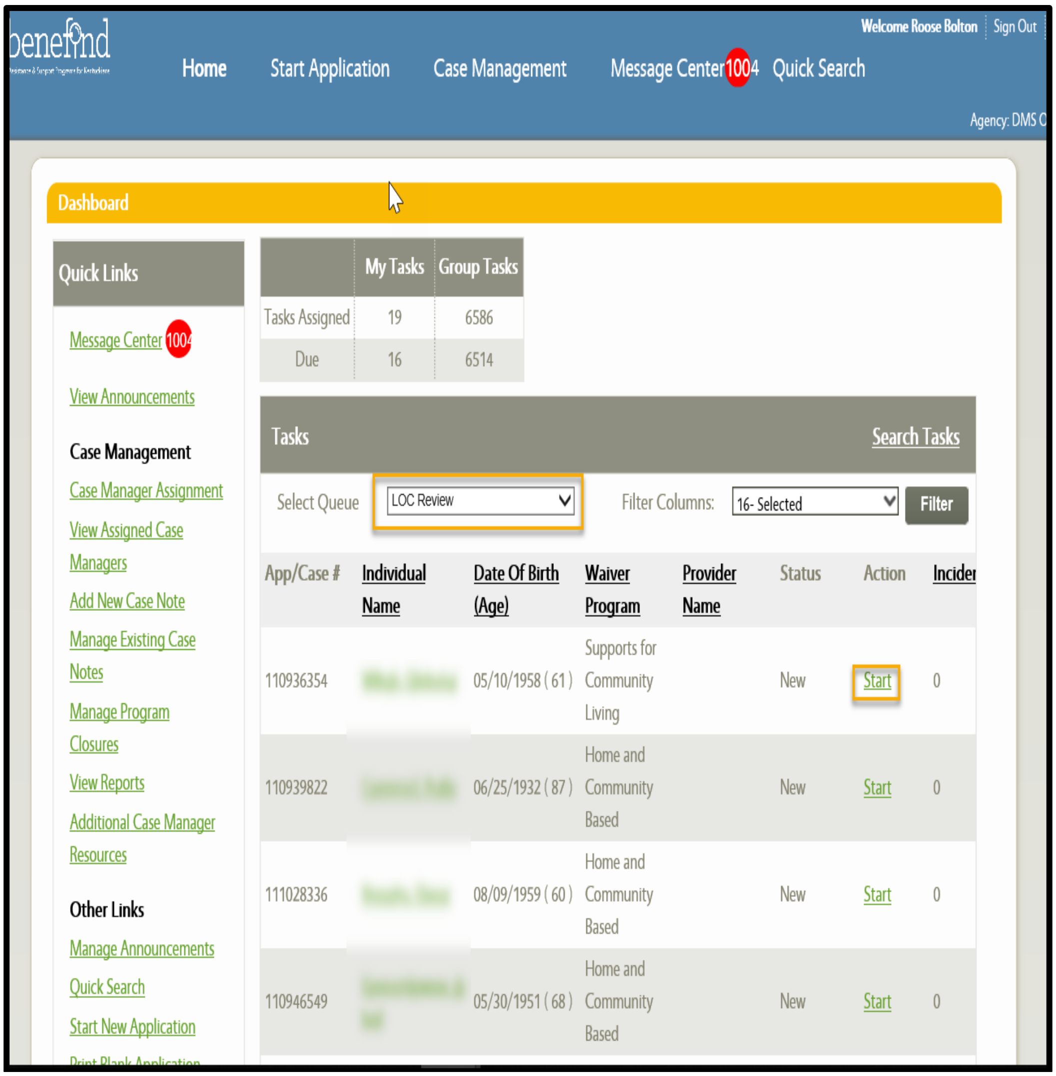
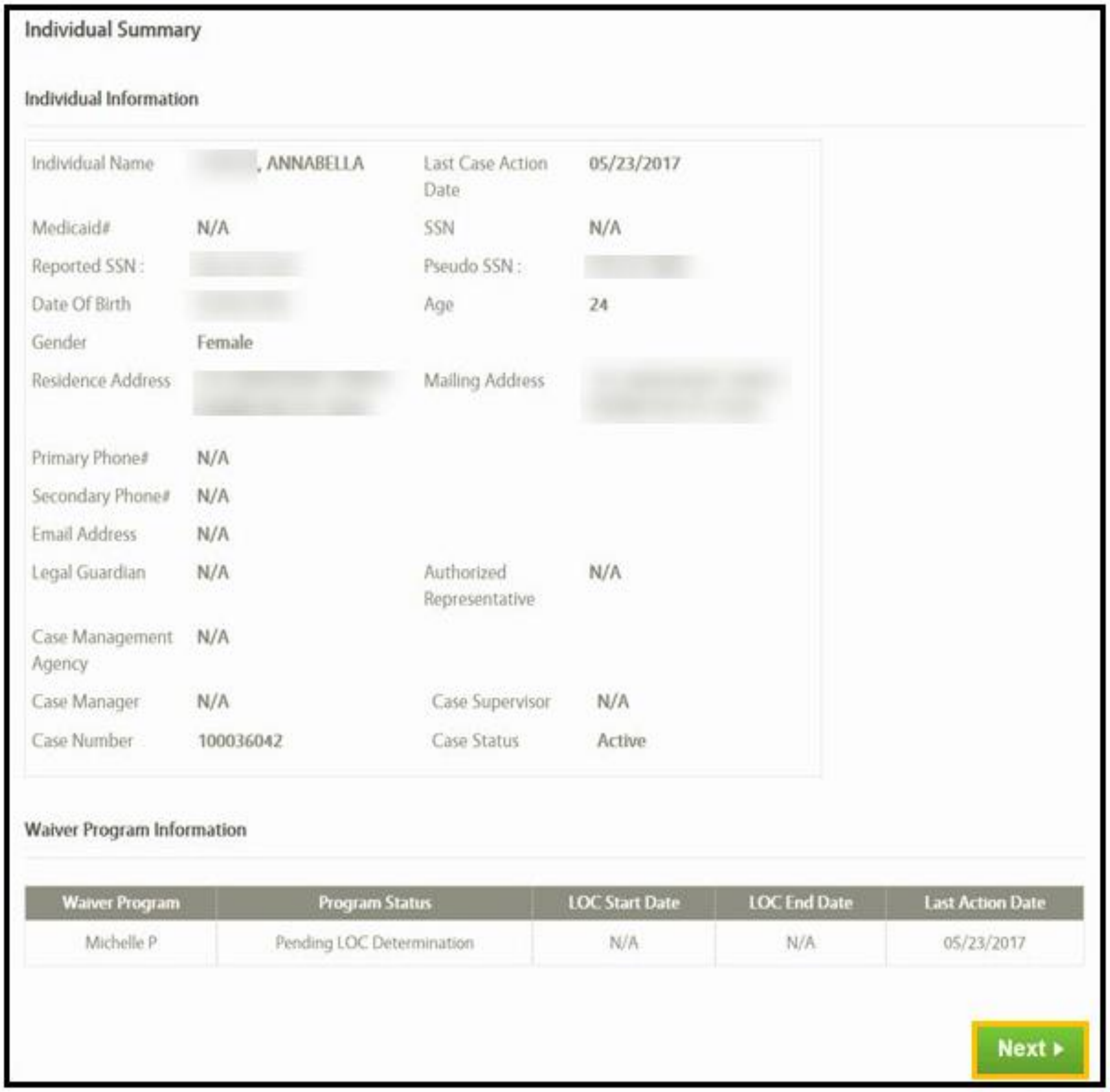
1. Overview of Level of Care (LOC) Assessment in MWMA

Once the LOC Assessor performs an Individual's Level of Care (LOC) Assessment, records the LOC Assessment results in MWMA, and uploads all necessary documents, the LOC Reviewer receives a task for LOC Determination. Depending on the determination made, a task or notification is triggered to the appropriate user to notify the user of the determination and perform any required follow-up actions. In order to complete the LOC Determination, follow the steps listed below.

From the **MWMA Dashboard**, the LOC Reviewer selects 'LOC Review' from the task queue and clicks **Start** next to the name of the Individual for whom he/she is making a determination.



1. The **Individual Summary** screen displays.
2. Click **Next**.



Individual Summary

Individual Information

Individual Name	[redacted], ANNABELLA	Last Case Action Date	05/23/2017
Medicaid#	N/A	SSN	N/A
Reported SSN :	[redacted]	Pseudo SSN :	[redacted]
Date Of Birth	[redacted]	Age	24
Gender	Female		
Residence Address	[redacted]	Mailing Address	[redacted]
Primary Phone#	N/A		
Secondary Phone#	N/A		
Email Address	N/A		
Legal Guardian	N/A	Authorized Representative	N/A
Case Management Agency	N/A		
Case Manager	N/A	Case Supervisor	N/A
Case Number	100036042	Case Status	Active

Waiver Program Information

Waiver Program	Program Status	LOC Start Date	LOC End Date	Last Action Date
Michelle P	Pending LOC Determination	N/A	N/A	05/23/2017

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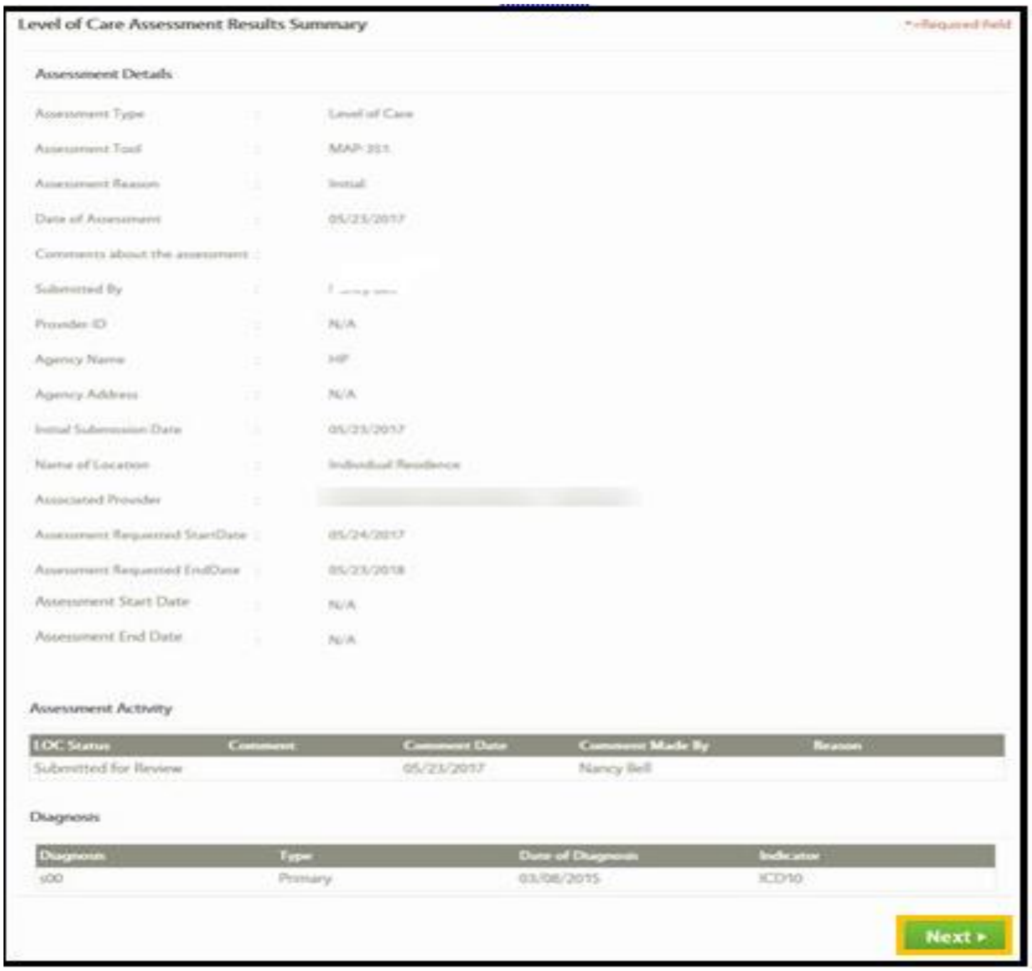
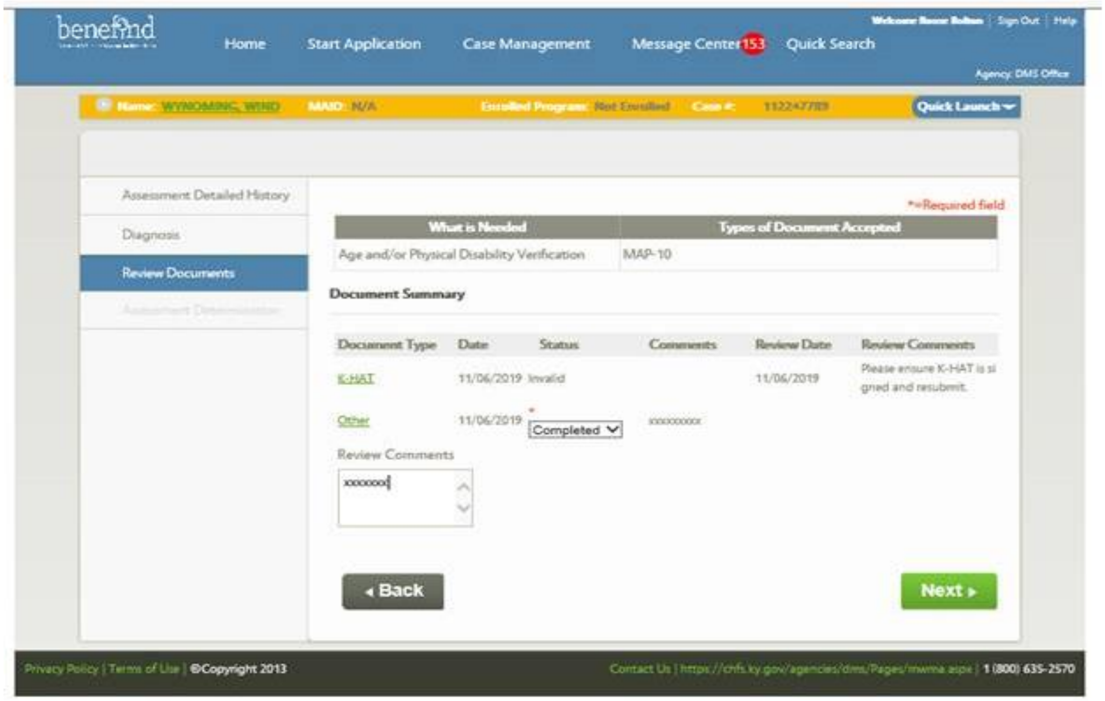
4. The **Level of Care Assessment Results Summary** screen summarizes the LOC Assessment details. Review the information and click **Next**.



5. The **Diagnosis** screen displays information about all the Individual's known medical diagnoses as recorded by the LOC Assessor.
6. Click **Next**.

7. The document summary screen displays.
8. Review the uploaded documents and any comments a LOC assessor may have entered.
9. Select either Completed or Invalid from the drop-down to indicate the status of each document, as applicable.
10. Enter any necessary comments in the 'Review Comments' box and click next.



At this point, the **Assessment Determination** screen displays to enter the LOC determination.

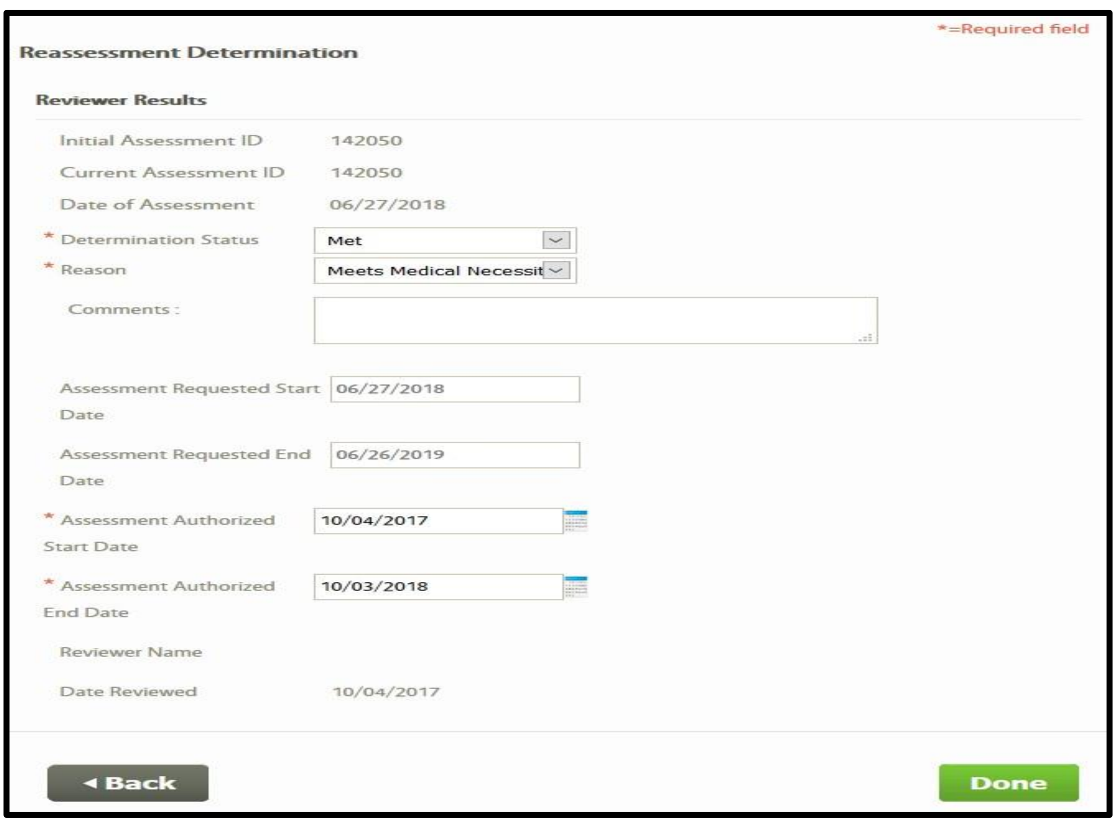
2. Completing the Assessment Determination Screen

The Reviewer Results screen for LOC Determination is updated to reduce the likelihood of creating overlapping LOC records and/or creating a gap in LOC records. This screen is updated to include the dates requested by the LOC Assessor, allowing the LOC Reviewer to quickly compare the dates requested with the dates authorized.

Additionally, for **reassessment** LOC Determinations, the Assessment Authorized Start Date and Assessment Authorized End Date fields are pre-populated with the next 365-day segment following the current LOC dates. For example, if the current LOC is for 8/1/2017-7/31/2018, then the values for Assessment Authorized Start and End Dates will be defaulted to the next year's dates of 8/1/2018- 7/31/2019. These can be modified if required, but the user will be prompted to confirm this action, acknowledging he or she is aware this may create gaps in LOC dates and subsequently create the possibility for gaps in service.

If the Assessment Determination is "Met"

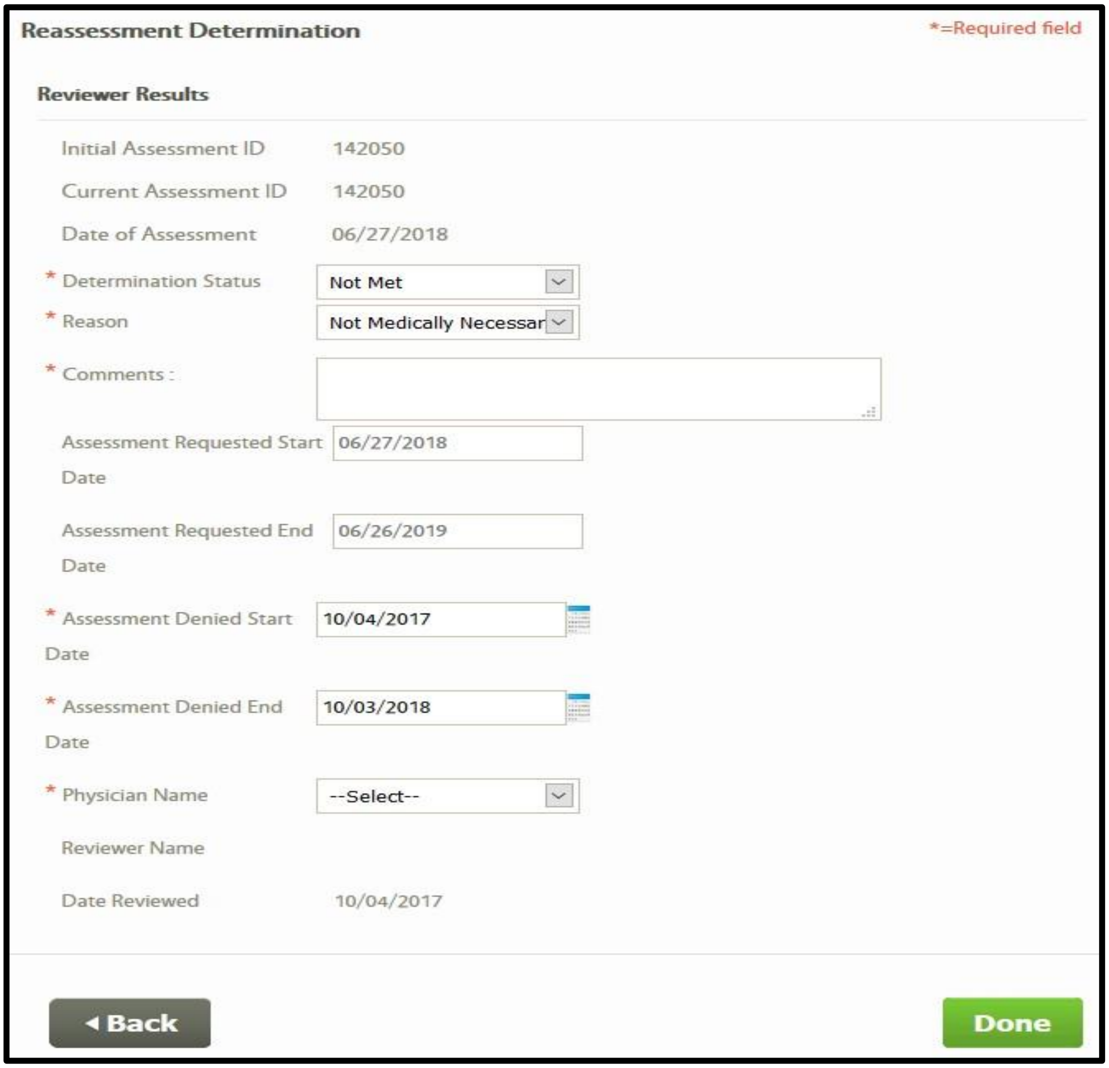
1. On the **Assessment Determination** screen, select **Met** from the Determination Status drop-down.
2. Enter **comments**, if applicable and click **Done**.



Following completion of LOC Determination, a correspondence is generated to the Individual and their Legal Guardian/Authorized Representative, if appropriate, informing that the LOC is "Met." The correspondence includes next steps and relevant information based on the Individual's Medicaid status.

<u>If the Assessment Determination is "Not Met"</u>

1. From the **Assessment Determination** screen, select **Not Met** from the Determination Status drop-down.
2. Select the **reason** the assessment is "Not Met" from the Reason drop-down.
3. Enter detailed comments.
4. Click **Done**.



Reassessment Determination

*=Required field

Reviewer Results

Initial Assessment ID	142050
Current Assessment ID	142050
Date of Assessment	06/27/2018
* Determination Status	Not Met
* Reason	Not Medically Necessar
* Comments :	
Assessment Requested Start Date	06/27/2018
Assessment Requested End Date	06/26/2019
* Assessment Denied Start Date	10/04/2017
* Assessment Denied End Date	10/03/2018
* Physician Name	--Select--
Reviewer Name	
Date Reviewed	10/04/2017

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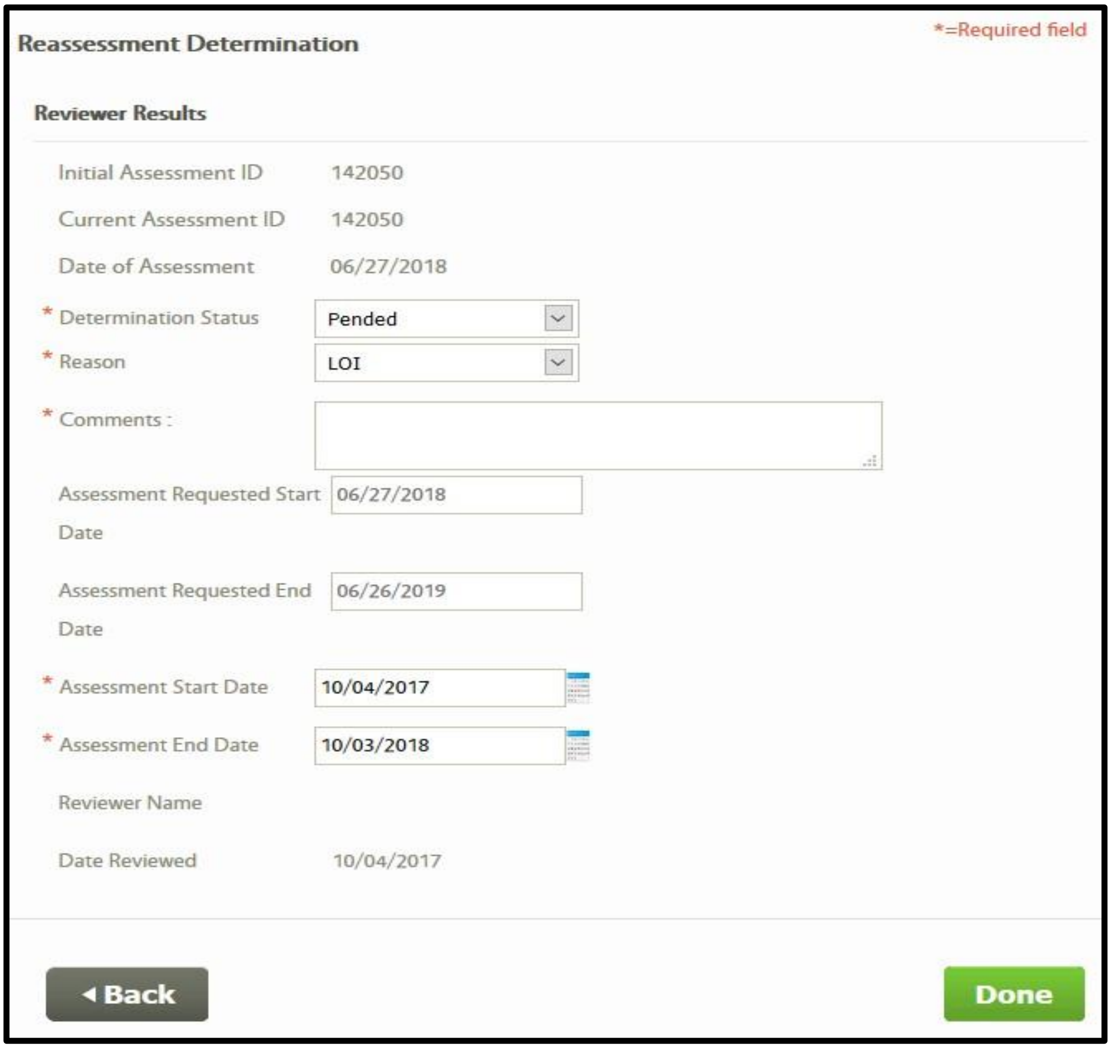
Done

A LOC Not Met (Send Correspondence) task is generated for the CHFS Internal Reviewer Group. The CHFS Internal Reviewer manually prints the correspondence and send via certified mail. The letter includes information regarding how to appeal the decision. In addition to sending the correspondence, the Participant must also be monitored to see if an appeal is raised and/or if program closure should be completed. Fourteen calendar days after the Individual's LOC determination was marked as 'Not Met'. A task will be generated to the Case Management Administrator group queue.

<u>If the Assessment Determination is "Lack of Information"</u>

1. From the **Assessment Determination** screen, select **Pended** from the *Determination Status drop-down.*
2. Select the reason the assessment is "Pended" from the *Reason* drop-down.
3. Enter detailed **comments**.
4. Click **Done**



Reassessment Determination

*=Required field

Reviewer Results

Initial Assessment ID 142050

Current Assessment ID 142050

Date of Assessment 06/27/2018

* Determination Status: Pended

* Reason: LOI

* Comments :

Assessment Requested Start Date: 06/27/2018

Assessment Requested End Date: 06/26/2019

* Assessment Start Date: 10/04/2017

* Assessment End Date: 10/03/2018

Reviewer Name

Date Reviewed 10/04/2017

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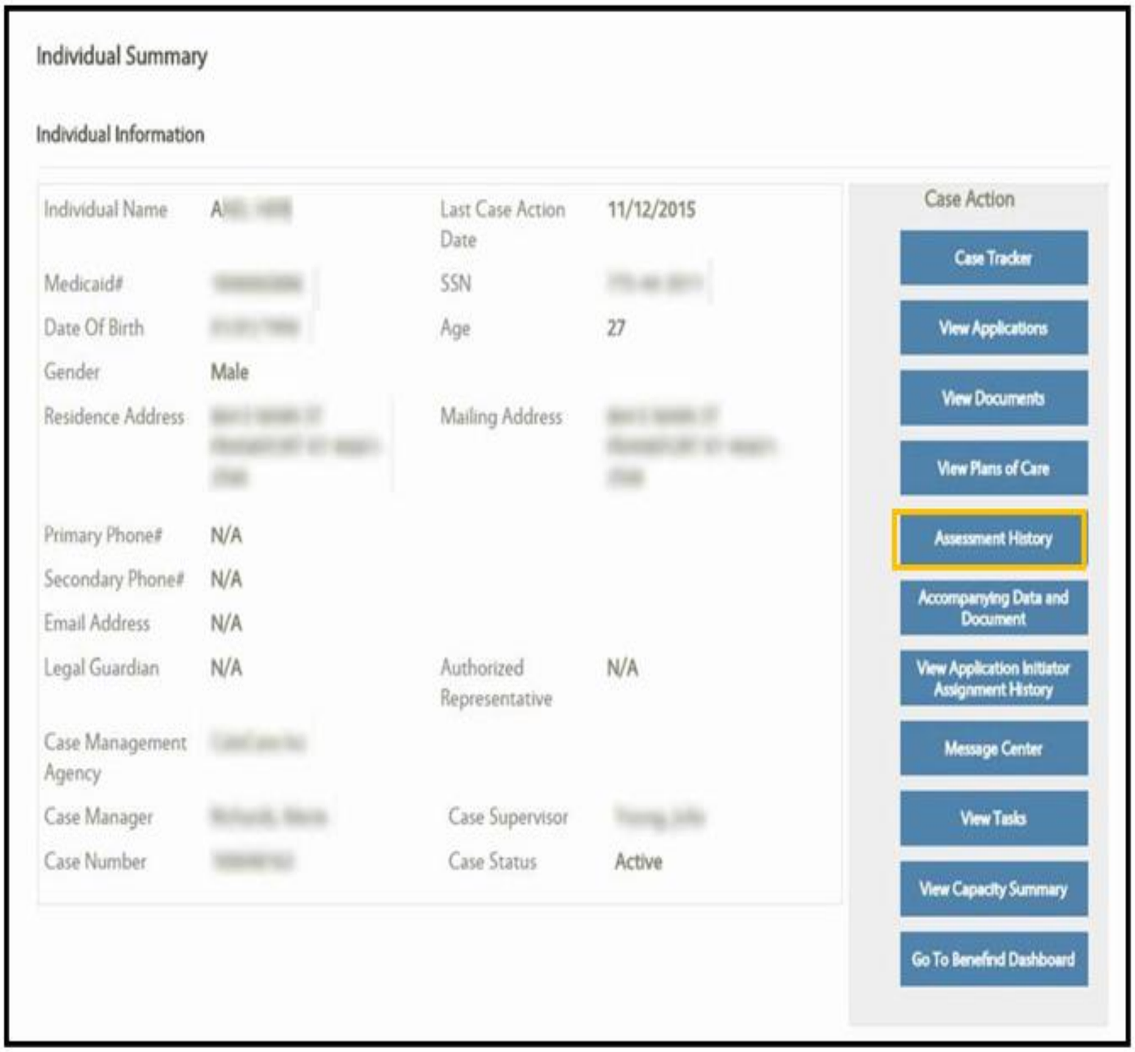
A task is triggered to the LOC Assessor to review the LOI. The Individual and their Legal Guardian/Authorized Representative, if appropriate, receives a correspondence that not enough information was provided to determine the LOC. The letter lists the additional documentation needed and states the information must be provided within 14 days of the date of the letter. Once LOC is resubmitted by LOC Assessor, a task is triggered to the LOC Reviewer for determination.

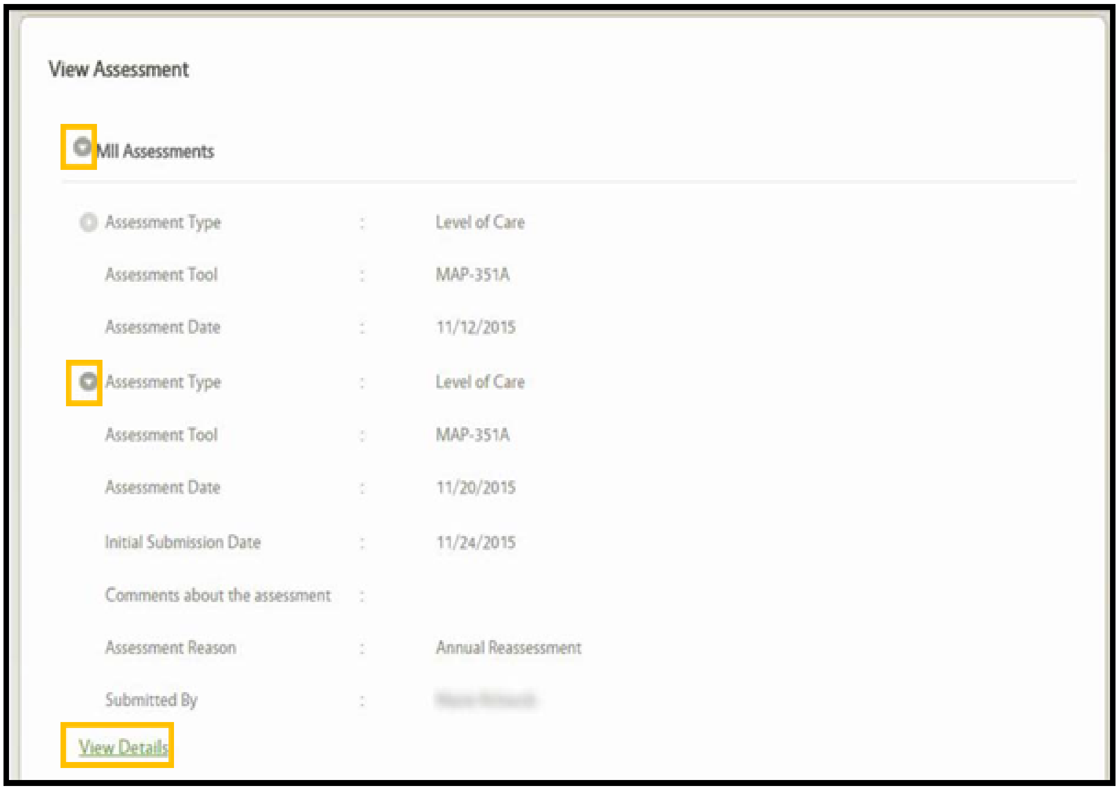
3. Updating Previous Year's LOC Dates

The LOC Reviewer can update the previous year's LOC dates by clicking Modify on the Assessment Details screen. To update the previous year's LOC dates:

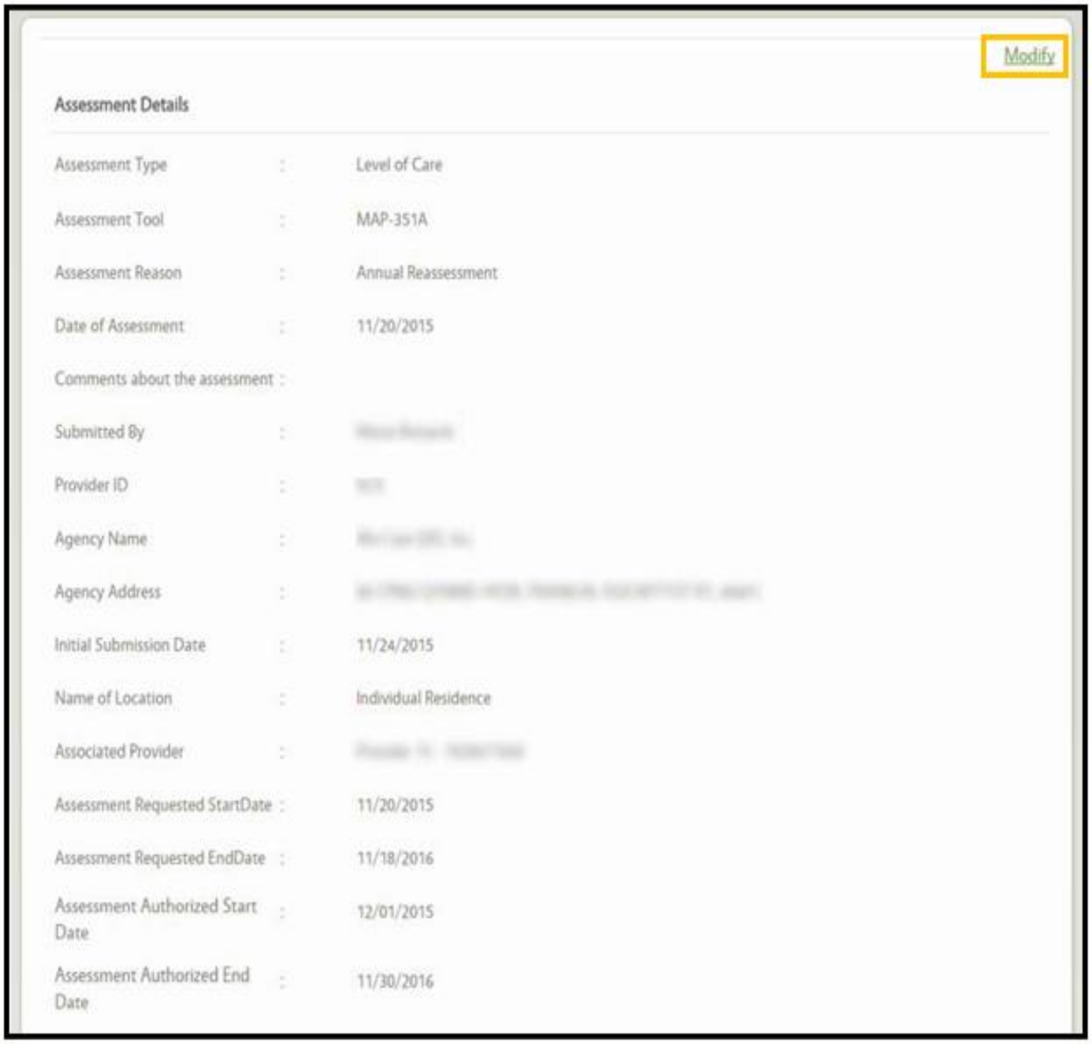
1. Access the Individual's **Individual Summary** screen.
2. Click **Assessment History**.



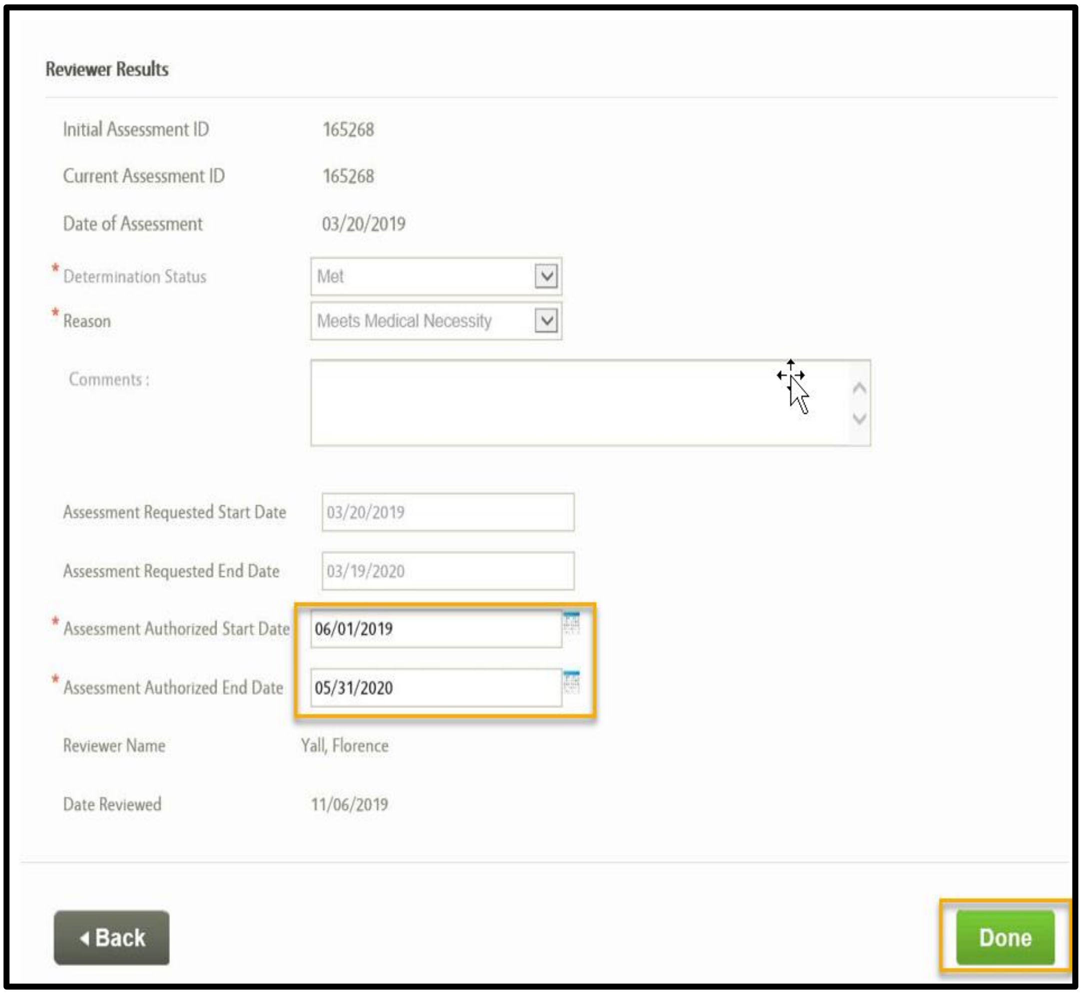
3. The View Assessment screen displays the Participant's assessment history. Click the arrow buttons to expand the assessment sections to display more information.
4. Click View Details.



5. The **Assessment Details** screen displays assessment activity including: Assessment tool, LOC start and end dates, LOC status, diagnoses, and document(s) uploaded for the LOC determination. Click **Modify**.



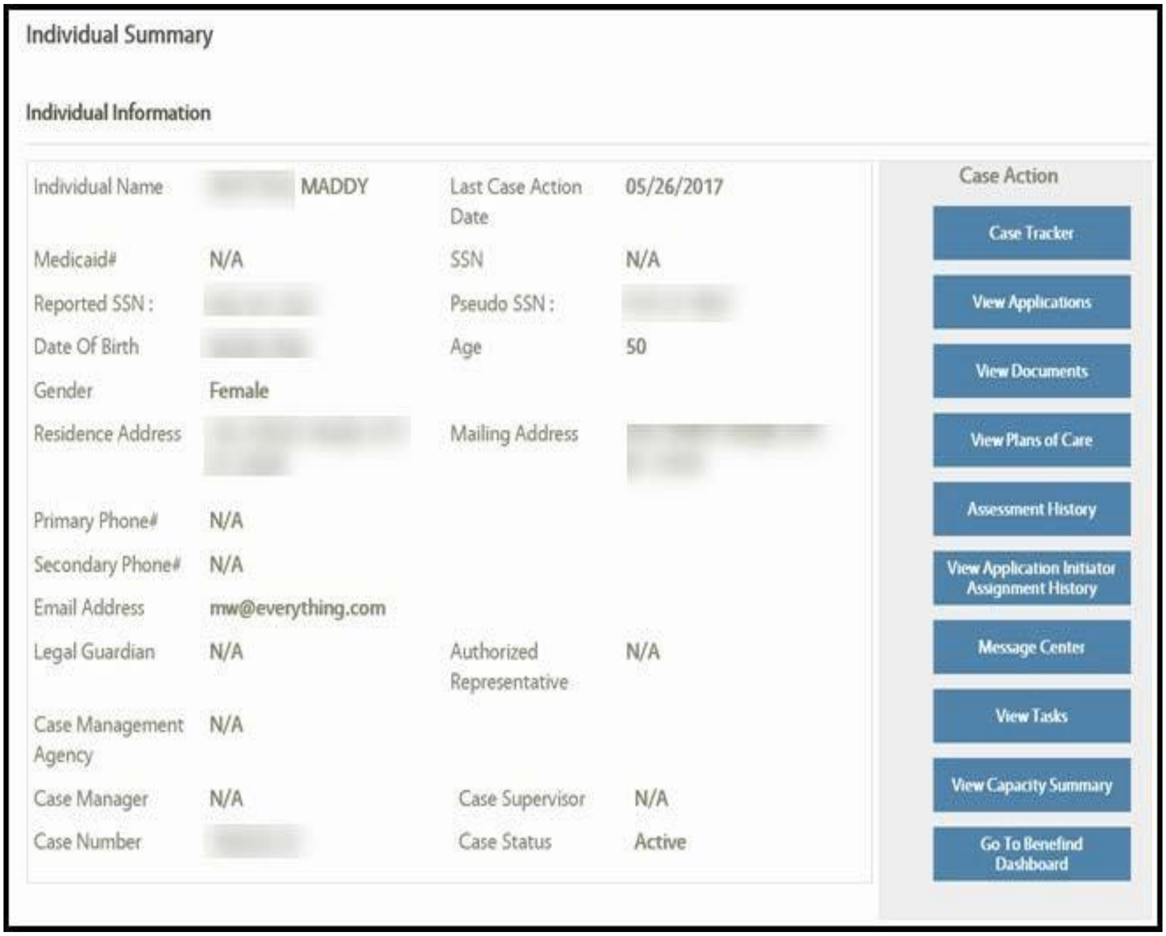
6. The Assessment Determination screen displays, and the user can update the Assessment dates as appropriate. Click "**Done"** to complete the update.



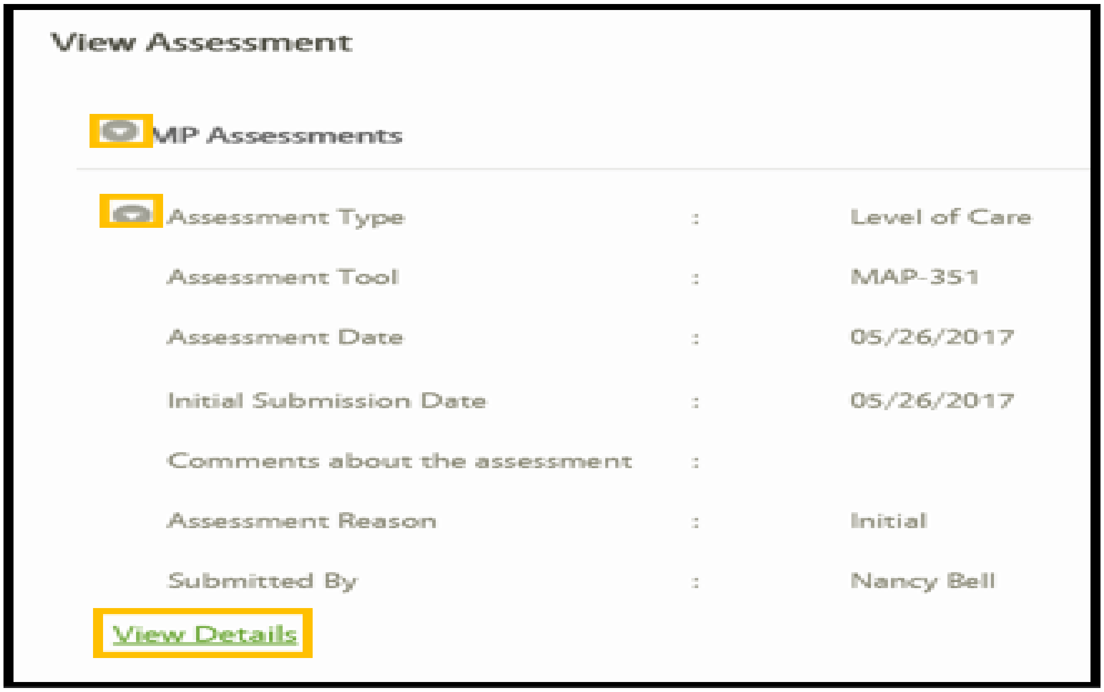
4. Viewing the Participant's LOC Assessment History

To view the history of the Individual's past assessments:

1. Access the Individual's **Individual Summary** screen.
2. Click **Assessment History**.



3. The **View Assessment** screen displays the Individual's assessment history. Click the **arrow** buttons to expand the assessment sections to display more information.
4. Click **View Details**.



5. The **Assessment Details** screen displays assessment activity including: Assessment tool, LOC start and end dates, LOC status, diagnoses, and document(s) uploaded for the LOC determination.

Assessment Details

Assessment Type	:	Level of Care
Assessment Tool	:	MAP-351
Assessment Reason	:	Initial
Date of Assessment	:	05/26/2017
Comments about the assessment	:	
Submitted By	:	Nancy Bell
Provider ID	:	N/A
Agency Name	:	HP
Agency Address	:	N/A
Initial Submission Date	:	05/26/2017
Name of Location	:	Individual Residence
Associated Provider	:	
Assessment Requested StartDate	:	05/26/2017
Assessment Requested EndDate	:	12/01/2017
Assessment Authorized Start Date	:	05/26/2017
Assessment Authorized End Date	:	05/25/2018

Assessment Activity

LOC Status	Comment	Comment Date	Comment Made By	Reason
Met		05/29/2017	QIO User	Administrative Approval
Submitted for Review		05/26/2017	Nancy Bell	

Diagnosis

Diagnosis	Type	Date of Diagnosis	Indicator
s00	Primary	03/08/2015	ICD10

Document Uploaded

Document Type

MAP-351

Past Appointments

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5. Updates to Correspondences:

The following table summarizes the correspondence changes/additions in regards to LOC Determination.

Correspondence Number	Correspondence Name	Summary of Changes
WCM-012	Enroll and Pick a Case Manager	Minor Text Updates
WCM-033	LOC Determination	Minor Text Updates