

CHAPTER 3

REQUESTING A SLOT

When a person has been determined eligible for services through SCDDSN, the person will be added to the priority list for the appropriate waiver(s). In order to be enrolled in the Community Supports (CS) Waiver, services and supports available through the CS Waiver must be needed. The Waiver Case Manager (WCM) is responsible for assessing the person's needs and determining the service(s) and support(s) required to meet identified needs.

If an applicant/legal guardian specifically requests enrollment in the CS Waiver, the WCM/EI **must** request a slot, regardless of whether or not the assessment of needs supports the need for waiver services, there is an open case, the applicant is SCDDSN eligible or is awaiting BabyNet eligibility, etc. The provider should indicate this information on the application. A person can be on multiple waiver waiting lists at the same time however, a person can only enroll in only one waiver at a time

SCDDSN eligibility is not a criterion for CS Waiver enrollment. Being determined “not eligible” for SCDDSN services is not a sufficient reason for denying a CS Waiver application/enrollment. An ICF/IID Level of Care determination must be made. SCDDSN eligibility through the ID/RD category is solely based on the presence of Intellectual Disability or a Related Disability, and the presence of Intellectual Disability or Related Disability is required for someone to meet ICF/IID Level of Care. Therefore, if a person is determined not eligible for SCDDSN Services, the person does not meet ICF/IID Level of Care.

The WCM must submit a ***Request for Waiver Slot*** (form located in Business Tools) within three (3) working days of the person/legal guardian's request for waiver services or of the determination that waiver services are needed. Requests must be sent to the Waiver Waiting List Coordinator at DDSN. The preferred method for requests is via SCOMM through Therap. Requests can also be sent by mail, fax, or email to:

Waiver Slot Requests, Reserved Capacity Slot Requests

Carmen Hay, Waiver Waiting List Coordinator

SCDDSN - ID/RD Policy Division

3440 Harden St. Ext., Columbia, SC 29203

Email: chay@ddsn.sc.gov FAX: (803) 898-2242

The WCM must provide the ***CS Waiver Information Sheet*** (CS Info Sheet-1) to the applicant/legal guardian within three (3) working days.

Upon receipt of the ***Request for Waiver Slot***, the applicant will be placed on the CS Waiver priority list. SCDDSN will notify the applicant/legal guardian of this decision in writing. ***The Process for Reconsideration of SCDHHS Decisions*** will be included with the written notification to the

applicant/legal guardian. The WCM may access the notification in the Priority List module in Therap. When the person nears the top of the priority list, the WCM will be notified so enrollment activities can begin.

Application Withdrawal/Request to be Removed from the ID/RD Waiver Waiting Lists: If an applicant on the waiting list or in the process of enrollment decides they no longer wish to pursue CS Waiver services, the *Declination Statement* must be signed by the applicant /legal guardian and the WCM. The *Declination Statement* must be sent to the Waiver Enrollments Coordinator, who will remove the applicant's name from the waiting list. A copy of the *Declination Statement* must be provided to the applicant /legal guardian and maintained in the person's record. If, at a later time, the applicant wishes to re-apply for the waiver, a new *Request for Waiver Slot* must be submitted according to the procedures outlined in this chapter.

Declinations

Celesa Williams, Waiver Enrollments Coordinator

Whitten Center

28373 Highway 79 East, Clinton, SC 29325

Email: cwilliams@ddsn.sc.gov

When an applicant/legal guardian requests to be removed from the CS Waiver waiting list, the WCM should also ask if they wish to be removed from the waiting list for any other SCDDSN operated waiver(s).

When the WCM is unable to obtain a signature on the *Declination Statement*, the *Non-Signature Process* should be followed. See Chapter 6 - Enrollments for more information on the *Non-Signature Process*.

Reserved Capacity: The following situations qualify for Reserved Capacity and the person will be enrolled on a priority basis (bypassing the waiting list):

1. Applicants currently receiving DDSN-funded Day Services

2. Applicants who are transferring from the Intellectual Disability/Related Disabilities Waiver

3. Military: Eligible family members of a member of the armed services who maintains a South Carolina residence, regardless of where the service member is stationed, will maintain waiver status (the status an eligible family member held when they left South Carolina). A family member on the waiting list would return to the same place on the waiting list when the family returns to South Carolina. An eligible family member previously enrolled in the waiver program would be reinstated into the waiver program once South Carolina Medicaid eligibility is established upon their return to South Carolina. No services will be provided outside the South Carolina Medicaid service area.

If the WCM determines that the applicant meets criteria for Reserved Capacity, the *Request for Review of Reserved Capacity Waiver Slot* must be sent to the Waiver Waiting List Coordinator at DDSN. The preferred method is via SCOMM through Therap. Requests can also be sent by mail, fax or email.

If the applicant meets the criteria for Reserved Capacity, the WCM will be notified. If the applicant does not meet the criteria for Reserved Capacity, the decision will be communicated in writing to the applicant/legal guardian and the WCM. The ***Process for Reconsideration of SCDHHS Decision*** will be included with the notification to the applicant/legal guardian.