

## 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 ID/RD Waiver, services and supports available through the ID/RD 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 the identified needs.

If an applicant/legal guardian specifically requests enrollment in the ID/RD 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 ID/RD Waiver enrollment. Being determined “not eligible” for SCDDSN services is not a sufficient reason for denying an ID/RD 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 someone is determined not eligible for SCDDSN Services, he/she cannot meet ICF/IID Level of Care.

The WCM must submit the ***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 encrypted 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](mailto:chay@ddsn.sc.gov) FAX: (803) 898-2242

The WCM must also provide the ***Intellectual Disability/Related Disabilities Waiver Information Sheet*** (ID/RD 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 ID/RD 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 ID/RD 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](mailto:cwilliams@ddsn.sc.gov)

When an applicant/legal guardian requests to be removed from the ID/RD Waiver waiting list, the WCM should 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***.

**Requests to Disenroll from the ID/RD Waiver and Enroll in the Community Supports Waiver:** If a participant/legal guardian wishes to switch from the ID/RD Waiver to the Community Supports Waiver, the ***Request for Review of Reserved Capacity Waiver Slot*** must be sent to the Waiver Waiting List Coordinator. The request will be reviewed, and the WCM will be notified of the decision.

**Placement on Multiple Waiting Lists:** A person can be on the ID/RD Waiver Waiting List as well as waiting lists for other waivers simultaneously. It is not necessary for a person enrolled in the ID/RD Waiver to remain on the priority list for the Community Supports Waiver because those enrolled in the ID/RD Waiver can choose to transition to the Community Supports Waiver at any time. However, a person enrolled in the Community Supports Waiver cannot transition to the ID/RD Waiver unless the person meets the requirements for a Reserved Capacity ID/RD slot. The WCM should discuss all options, services and limitations of any waiver being considered with the applicant/legal guardian.

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

#### **1. Discharge from an ICF/IID**

A Reserved Capacity ID/RD Waiver slot should be requested for any person with plans to discharge from an ICF/IIF. See SCDDSN Directive 738-01-DD – Discharge Planning for Those Leaving ICFs/IID and Enrolling in the Intellectual Disability/Related Disabilities (ID/RD) Waiver.

#### **2. Foster Care: Children and youth served by the South Carolina Department of Social Services (DSS) Foster Care program**

If someone in SCDDSS custody is determined to need services funded through the ID/RD Waiver, or if the foster parent requests waiver services, the WCM must provide the Director of Waiver Policy at Central Office with the applicant's name, social security number and Medicaid number and the SCDDSS caseworker's name, as well as submit the Request for Review of Reserved Capacity ID/RD Waiver slot. A slot for this applicant cannot be allocated until specific instruction is received from SCDDSN Central Office. All of these steps must be documented.

#### **3. Participants enrolled in the Community Supports (CS) Waiver Program with newly changed circumstances that will require long term/ongoing needs that will exceed the cost limit of the CS Waiver**

**4. Serious and Imminent Harm Risk:**

- People requiring a service through the waiver, which, if not provided, will likely result in serious and imminent harm AND who have an immediate need for direct care or supervision which directly relates to their disability.
- People requiring a service through the waiver, which, if not provided, will likely result in serious and imminent harm AND has recently lost a primary caregiver or is at imminent risk of losing a primary caregiver.

**5. Approved for admission to community based housing sponsored, licensed or certified by DDSN.** The person must be on the approved residential needs list with DDSN.

**6. 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 applicant/legal guardian .