

CHAPTER

3

REQUESTING A SLOT

In order to be enrolled in the ID/RD Waiver, an individual must need the services and supports that can be provided through the ID/RD Waiver. The Waiver Case Manager/Early Interventionist (WCM/EI) is responsible for assessing the individual's needs and determining the service(s) and support(s) required to meet the identified needs. If, after assessing the needs and identifying the required services and supports, the WCM/EI finds that the ID/RD Waiver is an appropriate mechanism for funding all or some of the needed services and supports, he/she should request an ID/RD Waiver slot.

If an individual/legal guardian, at any point in time, 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 individual is SCDDSN-eligible or is awaiting BabyNet eligibility, etc. The provider should indicate this information on the application.

Since 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/EI must complete and submit the Request for ID/RD Waiver Slot Allocation (ID/RD Form 30) to the Waiver Waiting List Coordinator, DDSN ID/RD Policy Division (SCDDSN; 3440 Harden St. Ext., Columbia, SC 29203, email: chay@ddsn.sc.gov, fax: (803) 898-2242) within three (3) working days of the individual/legal guardian's request for waiver services or of the determination that waiver services are needed. The WCM/EI must also forward the Intellectual Disability/Related Disabilities Waiver Information Sheet (ID/RD Info Sheet-1) to the individual/legal guardian within three (3) working days.

Note: If the application is for Residential Services through the ID/RD Waiver, please refer to “Residential Slot Applications” later in this chapter.

The individual will be reviewed to determine if they meet criteria for Reserved Capacity. If an individual meets criteria for Reserved Capacity, [see the criteria for Reserved Capacity later in this chapter], the District Waiver Coordinator will complete the Notice of Slot Allotment (ID/RD Form 5) and forward copies to the WCM/EI, the Waiver Enrollment Coordinator and the SCDDSN Eligibility Division (see chapter 6). If an individual does not meet criteria for Reserved Capacity they will be placed on the Regular ID/RD Waiver wait list. The individual/legal guardian will be notified in writing of this decision, as will the WCM/EI and the Case Management/Early Intervention Supervisor. The appeals/reconsideration process will be included with the written notification to the individual/legal guardian. When a slot becomes available for the individual, the WCM/EI will be notified by the Notice of Slot Allotment (ID/RD Form 5).

Application Withdrawal/Request to be Removed from the ID/RD Waiver Waiting Lists: If, during the application process or while waiting for a slot, the individual /legal guardian decides that they no longer wish to pursue ID/RD Waiver services, they must complete the Statement of Consumer Declining Waiver Services (ID/RD Form 20). This must be signed by the individual /legal guardian along with the WCM/EI. A copy must be forwarded to the District Waiver Coordinator, who will remove the individual's name from the waiting list. A copy of the form must be provided to the individual /legal guardian and the original placed in the file. If, at a later time, the individual wishes to re-apply for the ID/RD Waiver, a new Request for ID/RD Waiver Slot Allocation (ID/RD Form 30) must be submitted according to the procedures outlined in this chapter.

When an individual/legal guardian requests to be removed from the ID/RD Waiver waiting list, the WCM/EI should ask if he/she also wishes to be removed from the waiting list for any other SCDDSN operated waiver(s) on which he/she has been placed.

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 to Disenroll from ID/RD Waiver and Enroll in CS Waiver (ID/RD Form 31) must be sent to the District Waiver Coordinator. The request will be reviewed, and, if approved, the District Waiver Coordinator will complete the Notice of Slot Allotment (Community Supports Form 5) and send it to the WCM/EI as well as a copy to the Waiver Enrollment Coordinator. This serves as notification that an ID/RD Waiver slot has been converted to a CS Waiver slot for the noted individual. The Waiver Enrollment Coordinator will notify the SCDHHS Eligibility Worker, via DHHS form 118A, that the individual has a converted waiver slot and will proceed with processing the enrollment.

It is the responsibility of the WCM/EI to obtain the Freedom of Choice form and to complete and submit the Request for ICF/IID Level of Care (Community Supports Form 9) to the SCDDSN Eligibility Division. A copy of the Level of Care determination must be forwarded to the District Waiver Coordinator. Once the individual is ready to be enrolled in the Community Supports Waiver, the WCM/EI will complete the Notice of Disenrollment (ID/RD Form 17) and fax/email it to the Waiver Enrollment Coordinator. The Voluntary Termination Statement (ID/RD Form 19) is to be completed and faxed/emailed to the District Waiver Coordinator.

Placement on Multiple Waiting Lists: An individual can be on the ID/RD Waiver Waiting List as well as waiting lists for other waivers simultaneously. If a slot becomes available in the ID/RD Waiver first, the individual can be enrolled in the ID/RD Waiver and remain on any other waiver waiting lists. Likewise, if enrolled in another waiver, an individual can remain on the ID/RD Waiver Waiting List.

The WCM/EI should discuss all options, services and limitations of any waiver being considered with the individual/legal guardian to ensure that an informed choice is made.

Slot Conversions: Once someone is enrolled in and receives services through the ID/RD Waiver, his/her choice of residence does not affect the funding of the slot or access to ID/RD Waiver services. If a participant chooses to move to another setting (home or otherwise, receiving Residential Habilitation or not) and continues to need ID/RD Waiver services, then ID/RD Waiver services will continue. However, for internal purposes and funding, SCDDSN must be notified of any change in slot status (i.e. "Residential" or "Family Support" slot). This notification is made by completing and submitting the Request for ID/RD Waiver Slot Conversion (ID/RD Form 36) to the District Waiver Coordinator at Whitten Center. For conversions from a "Family Support" slot to a "Residential" slot, the WCM/EI must also forward the Community Residential Admission/Discharge Report to the District Director's office (see SCDDSN Directive 502-01-DD – Admissions/Discharge of Individuals To/From DDSN Funded Community Residential Settings). Approval of the slot conversion will be communicated to the appropriate Waiver Case Manager/Early Intervention Supervisor.

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

1. **When waiver services are needed to prevent serious and imminent harm:**
If an individual's situation is such that he/she requires a waiver service which, if not provided, will result in serious and imminent harm; AND has an immediate need for direct care or supervision, which directly relates to the person's disability; OR has recently lost a primary caregiver or is at imminent risk of losing a primary caregiver; OR is ready for or has been discharged from a hospital and needs services immediately to prevent readmission.

2. **For SCDDSN Consumers moving from an ICF/IID into an ID/RD Waiver-funded placement:** the ICF/IID from which the individual is exiting and the WCM/EI must follow SCDDSN Directive 738-01-DD – Discharge Planning for Those Leaving ICFs/IID and Enrolling in the Intellectual Disability/Related Disabilities (ID/RD) Waiver. If the individual resides in an ICF/IID that is being converted into a CRCF or a CTH II, this should be indicated in Section 3 of the Request for ID/RD Waiver Slot Allocation (ID/RD Form 30). Form 30 should not be submitted for ICF/IID conversions more than 30 days prior to the scheduled conversion. Note: The post-discharge plan of care (i.e. the Support Plan meeting both ICF/IID and ID/RD Waiver requirements) must be in place on the date of discharge for services to be funded by the ID/RD Waiver.

3. **Residential Slot Applications:** If Residential Habilitation is an identified service that can meet the needs of an individual seeking enrollment in the ID/RD Waiver, a request for Residential Habilitation must be submitted as outlined in SCDDSN Directive 502-05-DD – DDSN Waiting Lists. If an ID/RD Waiver slot request has not already been submitted to the District Office, such a request should be completed. Section 3 of the Request for ID/RD Waiver Slot Allocation (ID/RD Form 30) must indicate the type of proposed residential placement the individual needs, as well as the name of the residence and the county in which it is located, if known. All ID/RD Waiver residential slot requests should be sent to the District Waiver Coordinator at Whitten Center (SCDDSN; Whitten Center; P.O. Box 239; Clinton SC 29325 or via email or fax: 864-938-3435). When the determination is made that the individual is in a critical circumstance, he/she is placed on the Critical Needs Residential Waiting list. Once an individual's name is placed on the Critical Needs List, a plan must be developed regarding his/her identified needs. The Community Residential Admissions/Discharge Report must be completed and forwarded to the District Director's office (see SCDDSN Directive 502-01-DD – Admissions/Discharge of Individuals To/From DDSN Funded Community Residential Settings).

Once the individual's name is on the Critical Needs Residential Waiting List the District Waiver Coordinator will complete the Notice of Slot Allotment (ID/RD Form 5) and forward copies to the WCM/EI, the Waiver Enrollment Coordinator and the SCDDSN Eligibility Division (see Chapter 6).

4. **Consumers served by the South Carolina Department of Social Services Foster Care Program:** If someone in SCDSS custody is determined to need services funded through the ID/RD Waiver, or if the foster parent requests waiver services, the WCM/EI must provide the District Waiver Coordinator at Whitten Center (864-938-3292 or via e-mail) with the individual's name, social security number and Medicaid number and the SCDSS caseworker's name, as well as submit the Request for ID/RD Waiver Slot

Allocation ID/RD Form 30. A slot for this individual cannot be allocated until specific instruction is received from SCDDSN Central Office. All of these steps must be documented.

5. **Eligible family members of a member of the armed services who maintains a South Carolina residence:**
Regardless of where the service member is stationed, the eligible family member will maintain waiver status. An eligible family member on the waiting list will remain on the list and progress as normal. If they move up to number 1, a Reserved Capacity slot will be awarded. 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.
6. **Participants enrolled in the Community Supports (CS) Waiver Program with newly changed circumstances that will require long term/ongoing needs that will exceed the individual cost limit of the CS Waiver.**

If the WCM/EI determines that an individual meets criteria for Reserved Capacity, a request must be sent to the District Waiver Coordinator for review. The decision will be made and communicated in writing to the WCM/EI. If necessary, the appeal/reconsideration process will be included with the notification to individual/legal guardian.