



Division Guideline #26

Date: **Created August 20, 2012**
 Revised July 15, 2013
 Revised March 7, 2014
 Revised October 30, 2014

Title: **Wait List Process**

Application: **Regional Offices and TCM Providers**

Statement of Purpose: Wait lists are intended to maintain an accurate accounting of those individuals who have support plan but are not yet enrolled in a waiver. The wait lists are useful for local, regional and state budget planning and development purposes, including demonstration of need for future funding requests by the Division or county.

It is intended that only individuals who meet criteria for a Medicaid Wait List Category or Other Wait List Category such as Missouri Children With Developmental Disabilities Waiver and Youth in Transition, and who are anticipating need for such services within the next twelve months be included on the wait lists. When individuals on the waiting list are offered and refuse Comprehensive waiver services a new PON should be completed. (9 CSR 45-2.015 (4) (B) 3. County boards (CBs) should maintain a future or long-term planning list and move people to RO wait lists as support needs are anticipated within the next twelve months.

When an individual requests services that requires placing him/her on a wait list for a waiver, the following process shall be followed:

1. Regional Director approves determination of eligibility, including waiver eligibility, based on recommendation and completed Evaluation of Need for an Intermediate Care Facility/ Developmental Disabilities (ICF/DD) Level of Care (LOC) and eligibility for one of the waivers for individuals with developmental disabilities.
2. Support Coordinators shall ensure that the following information is contained in the Individual's Support Plan and/or Utilization Review Packet and submitted to the RO:
 - a. Justification of the ongoing need for the service(s)
 - b. A Prioritization of Need Score (PON)

- c. Confirmation of Medicaid eligibility
 - d. Confirmation that the Regional Office has validated the individual meets Medicaid waiver level of care (for placement on a waiver waiting list) and other criteria for that wait list category. The 7 types of waiting lists are defined in 9 CSR 45-2.015 (J).
 - e. Initial support plan including an estimated budget cost of the support plan including the following elements:
 - State plan services to be used
 - Cost of Services/Supports
 - Other costs, including but not limited to, clothing, food, etc. to be paid from Consumer Banking
3. Support Coordinators shall confirm that the individual has been determined waiver eligible by the RO Intake staff. Individuals not determined waiver eligible shall receive written notification and appeal rights.
 4. Utilization Review Chairs shall screen and review all service requests submitted by Support Coordinators that require wait listing to ensure that all criteria is met for a particular Medicaid or non-Medicaid Eligible wait list category.
 5. Regional Office staff shall place individuals on only one wait list that is the most appropriate according to the following eligibility criteria:

Medicaid Eligible Wait list Categories:

Autism Waiver (In Home Wait List) (9 CSR 45-2.015 (J) 6.)

- a. Medicaid eligible
- b. Waiver eligible -3 substantial functional limitations
- c. Autism spectrum diagnosis
- d. Ages 3 to 18 years
- e. Living in natural home
- f. Needs can be met within \$22,000 cap or justification for an exception request is required

Support Waiver (In Home Wait list) (9 CSR 45-2.015 (J) 4.)

- a. Medicaid eligible
- b. Waiver eligible -3 substantial functional limitations
- c. Eligible diagnosis
- d. Living in natural home
- e. Needs can be met within annual cost cap or justification for an exception request is required

Comprehensive Waiver (Residential Wait List) (9 CSR 45-2.015 (J) 3.)

- a. Medicaid eligible
- b. Waiver eligible -3 substantial functional limitations
- c. Eligible diagnosis
- d. Needs cannot be met without residential supports
- e. Includes children in state custody for whom Children's Division proposes an Interdivisional Agreement (See Guideline #27)

Partnership for Hope (In Home Wait List) (9 CSR 45-2.015 (J) 5.) (Note: This only applies in counties participating in Partnership for Hope (PFH). Follow this link to the current PfH map:

<http://dmh.mo.gov/docs/dd/pfhmap.pdf>

- a. Medicaid eligible
- b. Waiver eligible -3 substantial functional limitations
- c. Eligible diagnosis

- d. Living in natural home
- e. PON form. PfH priority is based on crisis and other priority, and a score is not required. A PON score may be included if requested by the county board.
- f. Needs can be met within \$12,000 cap or justification for an exception request is required up to \$15,000.

Other Wait list Categories: (9 CSR 45-2.015 (J) 7.)

Missouri Children with Developmental Disabilities Waiver (MOCDD)(In Home Wait List)

- a. Not Medicaid eligible (a denial letter is required)
- b. Eligible diagnosis
- c. Has 3 substantial functional limitations
- d. Birth through age 17 (State Plan, First Steps or other natural community services are available for children up to the age of 36 months and should be accessed first.)

Transition-age youth (9 CSR 45-2.015 (J) 2.)

- a. Youth who have reached their seventeenth birthday.

6. Coordination and management of wait lists

- The Regional Director shall appoint the appropriate staff to coordinate and actively manage the timeliness and accuracy of the waitlists with staff appointed by CB Directors for those CBs providing support coordination. The appointed staff shall agree to a monthly schedule (phone call or in person) to meet and review waitlists so that all persons waiting for services are entered into CIMOR and are current and accurately categorized for waiver services.
- The waitlists shall be categorized and reported in the identical categories listed above.
- Even if an individual is approved for services to begin immediately, he/she will be entered onto the waitlist (and then removed) so an accurate count can be maintained by both entities.
- Once the review of the waitlists have been completed by staff from the RO and CB, an email will be sent to the Regional Director and CB Director indicating that both parties are in agreement with the accuracy of the waitlist or need to discuss pending issues to be resolved.

7. The RO TAC group, including SB40 representation, will provide ongoing training to both State and CB support coordinators regarding the intent and implementation of this guideline.

Reference Sources:

633.32 *Mental health department to develop a plan for the needs of persons on waitlist for services--report required, made to whom, when.*

633.33 [Departments of mental health and social services to prepare plan for mental health services and support needs for children and persons seventeen years--report required when.](#)

9 CSR 45-2.010 *Eligibility for Services from the Division of Developmental Disabilities3*

9 CSR 45-2.015 *Prioritizing Access to Funded Services18*

9 CSR 45-2.017 *Utilization Review Process.....20*

9 CSR 45-2.020 *Appeals Procedures for Service Eligibility through the Division of Developmental Disabilities 36*

9 CSR 45-3.060 *Autism Services.....7*

This guideline will be reviewed and updated annually, as needed.