

Thomas O. Forslund, Director

Governor Matthew H. Mead

## MEMORANDUM

DATE: April 14, 2011

TO: All Developmental Disabilities Division Waiver Providers

FROM: Joe Simpson, Deputy Administrator, Developmental Disabilities Division

SUBJECT: Plan of Care Changes effective for July 1, 2011 plans and after

REF #: 11-108-JS

---

The Developmental Disabilities Division (Division) is streamlining the plan of care in preparation for the electronic plan. Changes listed in this memo will go into effect for all plans beginning July 1, 2011 and after.

For plans submitted to the Division on June 1, 2011 (with a plan start date July 1, 2011), the service pages, schedules, and objectives will no longer need to be submitted to the Division. Schedules and objectives are still a requirement for provider reimbursement. Schedules and objectives need to be developed and approved by the team and submitted to the case manager prior to the plan being submitted to the Division. Service providers must maintain schedules that meet the documentation standards identified in Chapter 45, Section 27 of Wyoming Medicaid Rules. If the participant is receiving a habilitation service, then the provider must define the training activities of the participant and identify methods used to measure progress. These objectives must be measurable and meaningful to the participant, and must be implemented daily. If there is a reason the participant cannot complete the objective, the reason must be documented on the schedule. There are tools to help providers, case managers and families in writing schedules and training objectives on the Division's website. The requirements are also listed in the Provider Manual and the Plan of Care Instructions. Both are available on the Division website: <http://health.wyo.gov/ddd/divisionindex.html>

As a reminder, providers are required to submit monthly documentation to the case manager by the 10<sup>th</sup> business day of each month. For habilitation services, this documentation should include a summary of progress on the objectives. If documentation is not received by the 10<sup>th</sup> business day, Case Managers shall complete a non-compliance form, send it to the provider, and submit a copy to their local Provider Support Specialist. Continued non-compliance may lead to Medicaid recovery of funds, sanctions, and could including decertification.

The "Team Signature" form of the Plan of Care has been revised to include providers' acknowledgement to abide by documentation standards. It is the provider's responsibility to make sure they have signed the team signature form. If the provider is unable to sign before the plan start date, they will be removed from the plan of care.

**Developmental Disabilities Division**

6101 Yellowstone Road, Suite 186C • Cheyenne WY 82002

E-Mail: [ddmail@health.wyo.gov](mailto:ddmail@health.wyo.gov) • WEB site: <http://www.health.wyo.gov/DDD/index.html>

Phone (307) 777-7115 • Toll Free (1-800) 510-0280 • Fax (307) 777-6047

When a plan is modified to add a provider to the plan, the team signature form shall be signed by the new provider and submitted to the Division's with the modification paperwork in order to be added to the participant's plan.

A "Waiver Service Justification" form will replace the submission of service pages, schedules, and objectives. On the form, there is a new field taken from the "About me" section, "What the participant wants to accomplish this plan year," which summarizes the goals or plans the participant would like to accomplish in the next year. The waiver services and overall goals for each service during the plan year shall align with the participant's desired accomplishments for the plan year.

As the electronic plan of care is being developed, this streamlined approach to the plan of care will continue. The goal is to have the tools available for providers to deliver services and document services as needed, without the prior approval of each schedule and objective by the Division. For progress being made on the electronic plan of care, please call in to the monthly Provider Support Call on the last Thursday of each month at 2 pm or check the Division's website in May for current information.

Training on the Plan of Care change discussed in this memorandum will be conducted at the end of April. Please sign up for one of the webinar trainings scheduled for:

Wednesday, April 27<sup>th</sup> from 5:30 to 6:30 pm

OR

Thursday, April 28<sup>th</sup> from 3 to 4 pm

OR

Friday, April 29<sup>th</sup> from 9 to 10 am

*\*A recording of the training will be available a week after the last training and can be found on the Division's website, if you are unable to attend the training.*

After you RSVP to [Jamie.staunton@health.wyo.gov](mailto:Jamie.staunton@health.wyo.gov) to state which meeting you will attend, a link will to connect to the webinar on that day will be sent to you about a week before the scheduled webinar.

The new forms will be available on the Division website by April 20, 2011. The form is required for all July 1, 2011 plans and after.

For questions or concerns regarding this announcement, please attend one of the trainings or contact your Participant Support Specialist at the Division.