ATTENTION CASE MANAGERS!

ELECTRONIC WAIVER SYSTEM ANNOUNCEMENT

The Behavioral Health Division (Division) is excited to announce the upcoming release of the Electronic Waiver System, which includes an electronic plan of care. The exciting features include:

- Web-based system, no additional software needed (see note below)!
- Upload documents to save on a person's file!
- Online eligibility and LT-104!
- Built-in smart features will reduce user error!
- Little to no paper involved between you and the Division!
- Email notifications let you know when something within the system requires your attention!

Note: Although no special software for your computer is required, a DSL or Broadband internet connection is needed, and Internet Explorer is the preferred web browser for this new system.

Several case managers have been working with Division staff and participating in beta testing. The result is a great, efficient electronic system which will be used for all waiver participants and applicants.

ROLL-OUT PLAN

The system will go live for the Adult DD, Child DD, and ABI waivers November 1, 2011 with case managers and participants and applicants in Laramie and Goshen Counties. For these 2 counties, all January 1, 2011 plans of care will need to be in the online system.

For everyone else… The system will go live to all case managers around the state January 1, 2012!

TRAINING

Training on the system will be sent to you on a CD and with a User Manual. The CD will walk you through the easy steps of logging on to the system, show you how to navigate through the different screens, and how to submit plans to the Division. We will have a toll-free 800 phone number for you to access phone support from Division staff regarding the waiver system.

QUESTIONS

We will send out more information at least every 2 weeks. For case managers in Laramie and Goshen counties, we will send you information on the go-live November 1st event so you can plan your time accordingly. If you have questions regarding this new system, talk to your Participant Support Specialist.

Thank you for all you do and we hope you will love the new system!

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