

Thomas O. Forslund, Director

Governor Matthew H. Mead

October 10, 2013

Ref: JS-2013-047

Dear Participant, Parent, and/or Guardian:

Informational letter regarding the new waivers!

As you may be aware, the 2013 Wyoming Legislature made a major decision about the current waiver programs and passed Senate Enrolled Act 82 in March. This new law required the Wyoming Department of Health, Behavioral Health Division (referred to as "Division") to develop the means to serve more eligible citizens currently on the waiting lists by using existing funds and providing better services. This new law also required the development of two new waivers, a Supports Waiver and a Comprehensive Waiver to replace the current Adult and Child Developmental Disability (DD) waivers.

This letter is to inform you about the new waiver programs and to let you know the Division is moving all current participants onto the new Comprehensive Waiver, unless the Supports Waiver is chosen. This letter is intended to provide information to help you have a smooth transition to the new waiver you choose.

Framework of Two New Waivers

The Comprehensive Waiver has been designed to provide funding for eligible citizens with a higher level of assessed needs. Individual budgets will be based on assessed needs using a new IBA methodology. Rates for services are based on the rates effective October 1, 2013. There are many new service options to choose among as well as the same services in current waivers, like residential habilitation and day services.

The Supports Waiver has been designed to provide some funding for eligible citizens on the waiting list. Funding the wait list will begin once there have been cost savings incurred in the waiver redesign or if new funding is appropriated to the waiver from the legislature. This waiver has two budget levels, and the funding amount is determined by age. For ages 0-21, the budget is \$12,500. For ages 22 and older, the budget is \$16,500. Case management services are not included in the assigned budget; this amount will be added separately.

The Supports Waiver offers more service flexibility within the limited budget. As long as service definitions are followed and you stay within your budget, you can purchase as many units of a particular service as you need. Also, if you do not need residential services, *you have the option to switch from the Comprehensive Waiver to the Supports Waiver!* Your case manager can help make this change.

Method Used to Determine Your Funding Amount

To provide fairness in funding to all participants, the Division developed a new method to calculate your Individualized Budget Amount (IBA) on the Comprehensive Waiver. There are four factors used to calculate your IBA: 1) your level of service need, 2) your age, 3) your current living situation, and 4) possible add-ons for other assessed needs (such as therapies, behavioral support services, nursing, crisis intervention, or employment services) that are not fully captured in the initial level of service need, as determined by the Division.

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Your level of service need will be determined by two assessments: Individual Client and Agency Planning (ICAP) and sections of the Supports Intensity Scale (SIS).

The Division added the SIS sections to provide a more complete picture of the person's needs. This assessment helps identify any medical, behavioral, and protection and advocacy needs you may have that the ICAP does not identify. The Wyoming Institute on Disabilities (WIND) will be conducting the supplemental assessments starting in October 2013 with plans to complete all assessments in Spring 2014. Your case manager was asked to identify a respondent, someone who knows the participant very well, to speak with WIND by phone to answer the assessment questions.

The supplemental assessments are being completed by WIND following an order of priority as follows: *first* - adults receiving full-time residential habilitation services, *second* - adults living in apartments or with family, *third* - children, *fourth* - Acquired Brain Injury participants, and *lastly* participants currently on the wait list. You may choose not to complete the SIS assessment, but choosing not to may affect your IBA since the new funding method is based on assessed needs. After WIND completes your assessment, your information will be forwarded to the Division and your IBA for the new Comprehensive Waiver will be calculated.

The Division will start mailing IBA letters with new funding amounts as early as November 2013; however, it may be after the first of the year in 2014 before everyone receives their new IBA letter for the Comprehensive Waiver, as the supplemental SIS assessments must be completed first.

If you disagree with how your budget was developed, the Division has a budget review and appeal process through a Clinical Review Team. This team includes Wyoming Department of Health managers, a licensed state physician, psychologist, and psychiatrist. This process is being defined and will be explained further at a later date.

After you receive your new budget, you will be able to start thinking about the services and supports you will need on the new Comprehensive Waiver and begin planning your Individual Plan of Care (IPC) with your case manager. Please access our website (health.wyo.gov/ddd) for a list of services to find the services and supports that are right for you.

Offering You New and Better Services

The two new waivers will provide many familiar services and supports, but a few new and better services have been added to provide greater opportunities and flexibility to meet your unique needs. These include:

- **Supported Employment Pathway of Services** to help identify, find, and maintain a job in the community.
- **Transportation Service** to offset the cost of community integration or employment where other waiver supports are not needed.
- **Adult Day Service** and **Community Integration Services** (formerly Day Habilitation) depending on the participant's preference for relaxing at a day center or more active community integration.
- **Behavioral Support Service** focusing on assisting families and providers with developing positive behavior supports to manage difficult behaviors.
- **Crisis Respite Service** for an immediate need for family relief or while an individual is in crisis transition.

Transition Timeline and Important Dates

All participants currently being served on the Adult DD Waiver will begin transitioning to the new waivers in February 2014 and must all be transitioned to the new Comprehensive or Supports Waiver before June 30, 2014. Participants on the Child DD Waiver will need to transition to the Comprehensive Waiver before June 30, 2015. Participants on either waiver are encouraged to transition to the new waiver selected according to the Division's transition timeline. You may also choose to stay on the current waiver until it ends, but the Division will have less time to approve your new waiver plan of care in a timely manner and there may be a gap in services by waiting to the last day.

Since the Adult DD Waiver ends June 30, 2014, the attached transition chart is recommended to help ensure you have a smooth transition to your new Comprehensive Waiver by July 1, 2014. The Division recommends beginning the transition process according to your current IPC start date. Depending upon which month you choose to start the new Comprehensive Waiver, your current Adult DD Waiver may be prorated for several months and the new waiver IBA is prorated as well, which means your annual budget is split out by months. The chart (*included in this letter*) better illustrates the months for each plan of care as you transition to your new waiver.

For those on the Child DD Waiver, you may transition after July 1, 2014, to the new waiver you select, but you must be transitioned before July 1, 2015. Transitioning from the Child DD Waiver to the new waiver should follow the annual plan of care date after July 1, 2014.

For those on the Acquired Brain Injury (ABI) Waiver, no transition is required. Your waiver will automatically be renewed as this waiver is required to be kept separate from the two new waivers. The ABI Waiver will follow the same funding method and offer the same services as the Comprehensive Waiver.

After you receive your new IBA, refer to the attached transition chart to begin mapping out your transition plan. Find the month of your IPC start date then follow across the transition timeline to determine when you and your team will meet to discuss your new Comprehensive Waiver services and when you would like to start receiving services on the Comprehensive Waiver. Your case manager will help you develop a new IPC and submit it to the Division for approval.

Invited to Attend Informational Forums

The Division is holding Informational Forums around the state beginning October 9, 2013, and you and your family are encouraged to check our website for dates and locations. Please attend if you can, as we will be covering more details about the new waiver programs, including moving the state to a conflict-free case management system. We know many of you are worried about being able to keep your current case manager; we understand your concerns and expect many participants will be able to retain their current case manager. Again more details will be shared at the forums. Updated information is also available on our website (health.wyo.gov/ddd).

Committed to Helping You with the Change

These transition months will be upon us soon and while we know that change is difficult, please know the Division staff is dedicated to helping you and your family through this transition period. No doubt there will be glitches and occasional set-backs, but we will work through it together.

Thank you for your cooperation and participation in this waiver redesign. Please contact your case manager or a Participant Support Specialist for your county, if you have additional questions. The Division's main phone number is (307) 777-6494 or toll-free at 1 (800) 510-0280.

Sincerely,

Joe Simpson, M.S., Ed.S.
Administrator

JS/JS/es

c: Chris Newman, M.H.A., Senior Administrator, Behavioral Health Division

Individualized Plan of Care (IPC) Transition Timeline from Adult DD Waiver to Comprehensive Waiver

IPC for new waiver
will start on 1st day
of the month.

Note: Dates contingent upon SIS assessment being completed and Participants having their new IBA.

If your Current IPC Start Date is:	Hold your Team Meeting* to develop a Transitional IPC:	Date Case Manager Submits Transitional IPC to the Division:	Date Division approves Transitional IPC:	Date the Transitional IPC will start:	Months (ms) remaining on Current Adult DD Waiver:	Months on transition plan for Comprehensive Waiver:	New Comprehensive Waiver IPC Start Date:
Aug '13	Dec '13	Jan 1, '14	Jan 31, '14	Feb 1, '14	6 ms: 8-1-13 to 1-31-14	6 ms: 2-1-14 to 7-31-14	Aug 1, '14
Sept '13	Dec '13	Jan 1, '14	Jan 31, '14	Feb 1, '14	5 ms: 9-1-13 to 1-31-14	7 ms: 2-1-14 to 8-31-14	Sept 1, '14
Oct '13	Jan '14	Feb 1, '14	Feb 28, '14	Mar 1, '14	5 ms: 10-1-13 to 2-28-14	7 ms: 3-01-14 to 9-30-14	Oct 1, '14
Nov '13	Jan '14	Feb 1, '14	Feb 28, '14	Mar 1, '14	4 ms: 11-1-13 to 2-28-14	8 ms: 3-01-14 to 10-31-14	Nov 1, '14
Dec '13	Feb '14	Mar 1, '14	Mar 31, '14	Apr 1, '14	4 ms: 12-1-13 to 3-31-14	8 ms: 4-01-14 to 11-30-14	Dec 1, '14
Jan '14	Feb '14	Mar 1, '14	Mar 31, '14	Apr 1, '14	3 ms: 1-1-14 to 3-31-14	9 ms: 4-01-14 to 12-31-14	Jan 1, '15
Feb '14	Dec '13	Jan 1, '14	Jan 31, '14	Feb 1, '14	-	12 ms	Feb 1, '14
Mar '14	Jan '14	Feb 1, '14	Feb 28, '14	Mar 1, '14	-	12 ms	Mar 1, '14
Apr '14	Feb '14	Mar 1, '14	Mar 31, '14	Apr 1, '14	-	12 ms	Apr 1, '14
May '14	Mar '14	Apr 1, '14	Apr 30, '14	May 1, '14	-	12 ms	May 1, '14
June '14	Apr '14	May 1, '14	May 31, '14	June 1, '14	-	12 ms	Jun 1, '14
July '14	May '14	June 1, '14	June 30, '14	July 1, '14	-	12 ms	Jul 1, '14

***30 day notice for Team Meeting waived this one time for Transitional IPC team meeting**

- Depending on Participant/Guardian choice to start the Comprehensive Waiver on or before July 1, 2014, IPC may include prorated months on current Adult DD waiver and prorated months on the new Comprehensive Waiver as illustrated in above chart.
 - NOTE: *Child DD waivers may transition any time after February 1, 2014* and must be transitioned before July 1, 2015. Transitioning Child DD waiver to the new Comprehensive Waiver would be ideal at start of 2014 IPC.
- All IPC transitional plans from August 2013 through January 2014 must be submitted to the Division for approval by the date noted in "Date Case Manager Submits Transitional IPC" column above.** This is required even though Participants have a choice to wait and transition to the Comprehensive Waiver as late as July 1, 2014. For ease of transition, the Division recommends following the transition timelines noted above.
- IPCs on new waivers will all start on the 1st day of month.

EXAMPLE: October 1, 2013 IPC (transition plan)

