

## DD Waiver scenarios

Page posted: 6/26/19	Page reviewed:	Page updated: 3/25/20
<b>Overview</b>	<p>This page contains sequencing charts for:</p> <ol style="list-style-type: none"> <li><a href="#">DD diversion/conversion to community intermediate care facility for persons with developmental disabilities (ICF/DD)</a></li> <li><a href="#">DD diversion/conversion to Family Support Grant (FSG)</a></li> <li><a href="#">DD diversion/conversion to ICF/DD short-term admission to DD diversion/conversion</a></li> <li><a href="#">DD diversion/conversion to psychiatric hospital (institution for mental disease or regional treatment center (RTC) to DD diversion/conversion</a></li> <li><a href="#">DD diversion/conversion to semi-independent living services (SILS)</a></li> <li><a href="#">DD diversion/conversion to acute hospital stay (more than 30 days) to DD diversion/conversion</a></li> <li><a href="#">DD diversion/conversion to adoption, name/person master index number (P change)</a></li> <li><a href="#">DD diversion/conversion annual reassessment and remaining on DD Waiver</a></li> <li><a href="#">DD diversion/conversion exit</a></li> <li><a href="#">DD diversion/conversion – Person dies in a community setting</a></li> <li><a href="#">DD diversion/conversion – Person dies in an institution</a></li> </ol> <p><b>Notes</b>            Current services are attached to the action date. Planned services are attached to the effective date.            MMIS automatically routes some documents to DHS to review. Lead agencies are no longer required to route documents manually to DHS.</p>	
<b>Waiver exits</b>	<p>When a person exits the waiver, the lead agency can only update the following screening document fields:</p> <ul style="list-style-type: none"> <li>Action date (field 23)</li> <li>Action type (field 24)</li> <li>Assessment result (field 47a)</li> <li>Exit reason (field 47b)</li> <li>Effective date (field 48)</li> <li>Case manager comments.</li> </ul> <p>The lead agency cannot alter any other fields in a waiver exit screening document.</p>	
<b>Additional resources</b>	<p><a href="#">DD Screening Document Codebook – Scenarios</a>  <a href="#">CBSM – DD Waiver</a>  <a href="#">CBSM – FSG</a>  <a href="#">CBSM – SILS</a></p>	

### 1. Scenario: DD diversion/conversion to community ICF/DD

County/tribal nation-entered fields	1st sequence	2nd sequence
(23) Action date	Waiver exit date (date prior to ICF/DD admission)	ICF/DD admission date
(24) Action type	03	03
(39) Level of care	01	01
(41) Current services	01, waiver service codes, residential code, other	19, 28, other
(42) Planned services	19, 28, other	19, 28, other
(44) Waiver need index	004	005
(46) Final action planned	07	07
(47a) Assessment result	05 – Waiver out	16 – Facility stay

(47b) Exit reason	16 – Facility stay	N/A
(48) Effective date	Waiver exit date (date prior to ICF/DD admission)	ICF/DD admission date
(49) Current Medical Assistance (MA) program	01 or 02	04
Nursing facility (NF) begin and through dates	Delete dates previously entered	N/A
Time-limited payment	N	N
Payment authorized	01	01
Case manager comments	Comments as needed	Comments as needed

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## 2. Scenario: DD diversion/conversion to FSG

County/tribal nation-entered fields	1st sequence
(23) Action date	Waiver exit date (date prior to FSG start date)
(24) Action type	03
(39) Level of care	01
(41) Current services	01, waiver service codes, residential code, other
(42) Planned services	19, 23, residential code, other
(44) Waiver need index	004
(46) Final action planned	03
(47a) Assessment result	05 – Waiver out
(47b) Exit reason	14 – Community with services – Not DD Waiver
(48) Effective date	Waiver exit date (date prior to FSG start date)
(49) Current MA program	01 or 02
NF begin and through dates	Delete dates previously entered
Time-limited payment	N
Payment authorized	06
Case manager comments	Comments as needed

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## 3. Scenario: DD diversion/conversion to ICF/DD short-term admission to DD diversion/conversion

County/tribal nation-entered fields	1st sequence	2nd sequence	3rd sequence
(23) Action date	Date action was taken	ICF/DD admission date	ICF/DD out date
(24) Action type	03	03	03
(39) Level of care	01	01	01
(41) Current services	01, waiver service codes, residential code, other	19, 26, other	01, waiver service codes, residential code, other
(42) Planned services	19, 26, other	01, waiver service codes, residential code, other	01 waiver service codes, residential code, other
(44) Waiver need index	004	005	001
(46) Final action planned	04	04	04
(47a) Assessment result	05 – Waiver out	16 – Facility stay	04 – Waiver in

(47b) Exit reason	16 – Facility stay	N/A	N/A
(48) Effective date	Waiver exit date (date prior to ICF/DD admission)	ICF/DD admission date	Waiver in date
(49) Current MA program	01 or 02	04	01 or 02
NF begin and through dates	Delete dates previously entered	N/A	N/A
Time-limited payment	N	N	N
Payment authorized	01	01	01
Case manager comments	Comments as needed	Comments as needed	Comments as needed

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#### 4. Scenario: DD diversion/conversion to psychiatric hospital (IMD) or RTC to DD diversion/conversion

County/tribal nation-entered fields	1st sequence	2nd sequence	3rd sequence –if stay is less than 60 days from in-person assessment	4th sequence – if stay is more than 60 days from in-person assessment
(23) Action date	Waiver exit date	In-person assessment date	Waiver in date	In-person assessment date
(24) Action type	03	01	03	01
(39) Level of care	01	Applicable level of care	01	01
(41) Current services	01, waiver service codes, residential code, other	19, 33, other	01, waiver service codes, residential code, other	01 waiver service codes, residential code, other
(42) Planned services	19, 33, other	19, 33, other	01, waiver service codes, residential code, other	01, waiver service codes, residential code, other
(44) Waiver need index	004	001 and 006, 007 or 008	004	004
(46) Final action planned	Corresponds with field (42) planned services	Corresponds with field (42) planned services	Corresponds with field (42) planned services	Corresponds with field (42) planned services
(47a) Assessment result	05 – Waiver out	16 – Facility stay	04 – Waiver in	04 – Waiver in
(47b) Exit reason	16 – Facility stay	N/A	N/A	N/A
(48) Effective date	Date prior to IMD admission	Admission date	Waiver in date (date of discharge or after)	Waiver in date (date of discharge or after)
(49) Current MA program	01 or 02	06	01 or 02	01 or 02
NF begin and through dates	Delete dates previously entered	N/A	N/A	N/A

Time-limited payment	N	N	N	N
Payment authorized	01	02	01	01
Case manager comments	Comments as needed	Placement in IMD/psychiatric hospital	Comments as needed	Comments as needed

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#### 5. Scenario: DD diversion/conversion to SILS

County/tribal nation-entered fields	1st sequence	2nd sequence
(23) Action date	Waiver out date	In-person assessment date
(24) Action type	03	01
(39) Level of care	01	03
(41) Current services	01, waiver service codes, residential code, other	19, 24, residential code, other
(42) Planned services	19, 24, residential code, other	19, 24, residential code, other
(44) Waiver need index	004	005
(46) Final action planned	05	05
(47a) Assessment result	05 – Waiver out	14 – Community with services – Not DD Waiver
(47b) Exit reason	Applicable waiver exit reason	N/A
(48) Effective date	Waiver exit date	SILS start date
(49) Current MA program	01 or 02	06
NF begin and through dates	N/A	N/A
Time-limited payment	N	N
Payment authorized	01	05
Case manager comments	Comments as needed	Comments as needed

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#### 6. Scenario: DD diversion/conversion to acute hospital admission (more than 30 days) to DD diversion/conversion

County/tribal nation-entered fields	1st sequence	2nd sequence
(23) Action date	Hospital admission date	In-person assessment date
(24) Action type	03	01
(39) Level of care	01	01
(41) Current services	01, waiver service codes, residential code, other	01 waiver service codes, residential code, other
(42) Planned services	19, other	01, waiver service codes, residential code, other
(44) Waiver need index	004	004
(46) Final action planned	04	04
(47a) Assessment result	05 – Waiver out	04 – Waiver in
(47b) Exit reason	16 – Facility stay	N/A
(48) Effective date	Hospital admission date	Waiver in date
(49) Current MA program	01 or 02	01 or 02
NF begin and through dates	Delete dates previously entered	N/A
Time-limited payment	N	N
Payment authorized	01	01

Case manager comments	Comments as needed	Comments as needed
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### 7. Scenario: DD diversion/conversion to adoption, name/PMIN change

County/tribal nation-entered fields	1st sequence	2nd sequence
(23) Action date	Last date of old name/PMIN	Adoption date with new name/PMIN
(24) Action type	03	01
(39) Level of care	01	01
(41) Current services	01, waiver service codes, residential code, other	01, waiver service codes, residential code, other
(42) Planned services	19, residential, other	01, waiver services, residential code, other
(44) Waiver need index	004	004
(46) Final action planned	98	04
(47a) Assessment result	05 – Waiver out	04 – Waiver in
(47b) Exit reason	10 – Exit – Other	N/A
(48) Effective date	Last date of old name/PMIN	Waiver in date
(49) Current MA program	01 or 02	01 or 02
NF begin and through dates	Delete dates previously entered	N/A
Time-limited payment	N	N
Payment authorized	01	01
Case manager comments	Adoption, name and PMIN change	Comments as needed

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### 8. Scenario: DD diversion/conversion annual reassessment remaining on DD Waiver

MMIS will not allow lead agencies to use assessment result 15 (i.e., remain on the DD Waiver) with an effective date that is not within the current DD Waiver span. If the effective date (field 48) is not within the current DD Waiver span, MMIS will produce a “no matching waiver segment” error.

#### Instructions

To extend a person’s DD Waiver span at reassessment, lead agencies must follow these instructions:

- If the first date of a person’s new service authorization is within the previous waiver span, use a date within the previous waiver span as the effective date.
- If the first date of a person’s new service authorization is not within the previous waiver span, use the last date of the previous waiver span as the effective date.

Then, the lead agency can authorize services using the updated waiver span.

The lead agency does not need to make changes to the person’s current service authorization period.

#### Example

A person’s current service authorization span is Aug. 1, 2018 – July 31, 2019. The lead agency completes the reassessment and enters an action type 01 (i.e., face-to-face assessment) into MMIS. The effective date for this document will be July 31, 2019. This document extends the waiver span through Aug. 31, 2020, and allows the lead agency to authorize services for Aug. 1, 2019 – July 31, 2020.

County/tribal nation-entered fields	1st sequence
(23) Action date	In-person assessment date
(24) Action type	01
(39) Level of care	01
(41) Current services	01, waiver service codes, residential code, other
(42) Planned services	01, waiver service codes, residential code,

	other
(44) Waiver need index	004
(46) Final action planned	01 or 04
(47a) Assessment result	15 – Remain in community with DD Waiver services
(47b) Exit reason	N/A
(48) Effective date	Waiver service agreement span start date
(49) Current MA program	01 or 02
NF begin and through dates	Delete dates previously entered
Time-limited payment	N
Payment authorized	01
Case manager comments	Comments as needed

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#### 9. Scenario: DD diversion/conversion exit

<b>County/tribal nation-entered fields</b>	<b>1st sequence</b>
(23) Action date	Waiver exit date
(24) Action type	03
(39) Level of care	01
(41) Current services	01, waiver service codes, residential code, other
(42) Planned services	19, other
(44) Waiver need index	004
(46) Final action planned	07
(47a) Assessment result	05 – Waiver out
(47b) Exit reason	Enter appropriate exit reason
(48) Effective date	Waiver exit date
(49) Current MA program	01 or 02
NF short-term approval begin and through date	Delete dates previously entered
Time-limited payment	N
Payment authorized	01
Case manager comments	Comments as needed

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#### 10. Scenario: DD diversion/conversion – Person dies in a community setting

<b>County/tribal nation-entered fields</b>	<b>1st sequence</b>
(23) Action date	Date of death
(24) Action type	03
(39) Level of care	Leave previous level of care
(41) Current services	Leave previous current services
(42) Planned services	No planned services
(44) Waiver need index	Leave previous waiver need index
(46) Final action planned	98
(47a) Assessment result	05 – Waiver out
(47b) Exit reason	08 – Exit – Death
(48) Effective date	Date of death
(49) Current MA program	No change to current waiver program code
NF short-term approval begin and through date	Delete dates previously entered
Time-limited payment	N
Payment authorized	01
Case manager comments	Comments as needed

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### 11. Scenario: DD diversion/conversion – Person dies in an institution

In this scenario, there is no need to enter in a document that exits the person using exit reason 08 – Exit – Death. This information is captured elsewhere in MMIS.

<b>County/tribal nation-entered fields</b>	<b>1st sequence</b>
(23) Action date	Institutional admission date
(24) Action type	03
(39) Level of care	Leave previous level of care
(41) Current services	Leave previous current services
(42) Planned services	33 – Other
(44) Waiver need index	Leave previous waiver need index
(46) Final action planned	98
(47a) Assessment result	05 – Waiver out
(47b) Exit reason	16 – Facility stay
(48) Effective date	Waiver exit date
(49) Current MA program	No change to current waiver program code
NF begin and through dates	Delete dates previously entered
Time-limited payment	N
Payment authorized	01
Case manager comments	Comments as needed

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