

**The Right Door for Hope, Recovery and Wellness**

<b>Chapter Title</b>		<b>Chapter #</b>	<b>Subject #</b>
Clinical		C	310.6
<b>Subject Title</b>	<b>Adopted</b>	<b>Last Revised</b>	<b>Reviewed</b>
Habilitation Supports Waiver Services and 1915i Waiver	7/21/10	3/31/26	2/21/14; 6/23/15; 7/4/16; 5/29/19; 6/12/20; 1/26/2021; 6/15/21; 1/31/22; 2/20/23; 3/15/24; 4/15/24; 5/22/2024; 2/11/25; 3/31/26

**PROCEDURE**

**Application**

This procedure shall apply to the Habilitation Supports Waiver (HSW) and the 1915i Waiver Services of The Right Door for Hope, Recovery and Wellness.

**1. Environmental Modifications and/or Enhanced Medical Equipment and Supplies Authorization procedure:**

1.1. The Habilitation Supports Waiver and the 1915i Waiver can provide environmental modifications if medically necessary and authorized in the individual plan of service. Staff is to complete with each person receiving Habilitation Supports Waiver and the 1915i Waiver a person-centered plan of service identifying service needs.

1.2. Once the plan is authorized, staff complete an internal purchase order form, with copies of the pertinent sections of the family centered plan, a note from OT or SLP recommending the purchase, three quotes from different vendors, and a prescription signed by a physician attached, and submit to their designated supervisor for authorization.

1.3. The supervisor submits the completed packet to the designated procurement staff, who will obtain written authorization from the CEO.

1.4. Upon written authorization from the CEO, the procurement staff will purchase the designated items per established agency procedures.

**2. Mid-State Health Network (MSHN) PIHP has delegated this function to The Right Door for Hope, Recovery and Wellness. The CFO or designee may consult**

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MSHN prior to authorization of approval of environmental modifications for consultation, if necessary.

### 3. Eligible Services

- 3.1. The Right Door for Hope, Recovery and Wellness will first offer direct assistance to explore and secure all potentially available first- and third-party reimbursements.
- 3.2. The Right Door for Hope, Recovery and Wellness is responsible for assuring that all documentation requirements have been met and documents are available as described in the Medicaid Provider Manual.

### 4. Enrollment in Habilitation Supports Waiver and the 1915i Waiver

- 4.1. Persons who are enrolled on a Habilitation Supports Waiver or on the 1915i Waiver will be certified as current enrollees and be re-certified annually.
  - 4.1.1. For the Habilitation Supports Waiver, the certification form must be in the individual's record and be signed by the designee at The Right Door for Hope, Recovery and Wellness.
  - 4.1.2. For 1915i Waiver, the annual assessment must be completed in order to ensure medical necessity and re-enrollment.

### 5. Person Centered Planning

- 5.1. **If the person served by the waiver (HSW or 1915i) is receiving Community Living Supports (CLS) or respite services** - The case manager will begin the assessment and person-centered plan (PCP) process at the 11 month

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mark of the current authorizations/PCP to ensure that there is not a lapse in services and that the provider(s) is involved in the PCP process.

6. Beneficiaries who reside in a Specialized Residential Adult Foster Care (AFC) Setting and are enrolled in the HSW or 1915i Waiver will have a signed Summary of Rights document.6.1 The Summary or Rights document is between the AFC home and the person served.

6.2 Primary clinician will ensure that this document is completed and available at the AFC home when person served is moving into the specialized AFC.

6.3 The Summary or Rights is completed annually.

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Kerry Possenn, Chief Executive Officer	Date		