

The Right Door for Hope, Recovery and Wellness

Chapter Title Clinical		Chapter # C	Subject # 310.6
Subject Title Habilitation Supports Waiver Services	Adopted 7/21/10	Last Revised 1/31/2022	Reviewed 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

PROCEDURE

Application

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

Habilitation Supports Waiver (HSW):

1.0 Environmental Modifications and/or Enhanced Medical Equipment and Supplies Authorization procedure:

- 1.1 The Habilitation Supports 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 a person-centered plan of service identifying service needs.
 - 1.2 Once the plan is authorized, staff complete an internal requisition form, with copies of the pertinent sections of the family centered plan (including the quotes) attached and submit the packet 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 either the CEO or CFO.
 - 1.4 Upon written authorization from the CEO or the CFO, the procurement staff will purchase the designated items per established agency procedures.
- 2.0 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 MSHN prior to authorization of approval of Environmental Modifications for

The Right Door for Hope, Recovery and Wellness

Chapter Title Clinical		Chapter # C	Subject # 310.6
Subject Title Habilitation Supports Waiver Services	Adopted 7/21/10	Last Revised 1/31/2022	Reviewed 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

consultation, if necessary.

3.0 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. 0 Enrollment in Habilitation Supports Waiver

Persons who are enrolled on a habilitation supports waiver will be certified as current enrollees and be re-certified annually. 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.

Kerry Possehn, Chief Executive Officer	Date		