
Developmental Disabilities Waiver: Annual Level of Care and Annual Individual Service Plan and Budget Submissions

Level of Care (LOC) Determinations

In response to the National Public Health Emergency associated with the Novel Coronavirus (COVID-19) outbreak, adjustments are being made to the DD Waiver Annual Level of Care (LOC) process.

The following is effective March 25, 2020 until 90 days after the end of the emergency declaration:

1. The 90- and 45-day LOC written reminder notices issued by the Third-Party Assessor (TPA), Comagine Health, are suspended during the duration of the Public Health Emergency.
2. No new LOC information should be submitted to the TPA by case managers effective March 25, 2020.
3. The TPA will follow the routine process for LOC submissions and RFIs issued prior to March 25, 2020. DDSD will be assisting the TPA to reach case managers to respond to outstanding RFIs.
4. Beginning March 25, 2020, the TPA will process 2020-2021 LOCs using the 2019-2020 approved LOC documents. The TPA will create a new “episode” for the 2020-2021 LOC in the Comagine Health Provider Portal. The episode will contain the recipient’s historical 2019-2020 LOC information. The TPA will review and approve the 2020-2021 LOC utilizing this historical information.
5. The approved 2020-2021 MAD 378 (Level of Care Abstract) and approval letters will be available electronically to case managers through the Comagine Health Provider Portal.
 - a. Approval letters will not be mailed to recipients and guardians.
 - b. Case managers can obtain the recipient letters through the Comagine Health Provider Portal and provide to recipients and guardians electronically upon request.

Annual Individual Service Plan (ISP) and Budget Submissions

1. With the exception of remote annual ISP meetings, the annual ISP and budget development process remains the same.
 - a. Submissions for children and Jackson Class members follow the routine procedure through the TPA.
 - b. Submissions for adult, non-Jackson Class members, follow routine procedure through the Outside Reviewer.
2. Annual ISP and IDT meeting minutes may have electronic signatures or other notation of verification of phone/email attendance during this time.