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### **Mi Via Waiver: Annual Level of Care and Annual Individual Service Plan and Budget Submissions**

The following is **effective April 1, 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 Consultants/Participants after March 25, 2020.
3. The TPA will follow the routine process for LOC submissions and RFIs issued prior to March 25, 2020. DDS will be assisting the TPA to reach Consultants 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 participant'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 and approval letters will be available electronically to Consultants through the Comagine Health Provider Portal.
  - a. Approval letters will not be mailed to participants and guardians. However, Consultants can obtain the participant letters through the Comagine Health Provider Portal and provide to participants and guardians electronically upon request.
6. Consultants will be informed of any RFA's in FOCOS only. Any denials will be available electronically in the Comagine Health Provider Portal. Notices will not be mailed out during the Public Health Emergency.
7. RFI's will be available electronically in the Comagine Health Provider Portal.
8. The TPA will place phone calls to the participant/guardian in the event that a request is denied. Consultants can retrieve denial notices from the Comagine Health Provider Portal and provide to the participants/guardians electronically upon request.
9. In-Home Assessments (IHAs) are currently suspended until the termination of the emergency declaration. Once the emergency has been lifted, all IHAs that were impacted by the COVID-19 Public Health Emergency will be scheduled and completed.
  - a. For annual LOC reviews, if a LOC episode is only pending a completed IHA, the TPA will utilize the 2019-2020 LOC documentation and process the LOC without an IHA.

DDS and HSD will continue to monitor the efficacy of annual planning meetings occurring via telephone and revisit, if necessary. For now, Mi Via participants and Consultants should plan and conduct telephonic meetings, as appropriate, and submit an annual SSP and budget using the normal process.