

# Agency Nurse's Instructions: Intensive Medical Living Services Eligibility Parameter Tool and Nurses Worksheet

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## **Step 1:** Completing the IMLS Eligibility Parameter Tool.

Review the IMLS Eligibility Parameter Tool. There are 7 sections of the tool that contain a variety of assessment factors. Circle the most applicable assessment factor in each section. Note that some sections are on 1 page, others are on 2 pages but a maximum score of only 4 points per section is allowed.

As you score the tool, please identify the documents you will be submitting to justify each score. These will be noted in the IMLS Nurses Worksheet. See below.

## **Step 2:** Completing the IMLS Nurses Worksheet

Enter the person's name, date of birth, nurse and agency contact information and the date the form is completed.

The nurse is the contact person who will be responding to requests for additional information if needed. The contact person may not be a clerical person.

Transfer the scores from the IMLS Eligibility Parameter Tool to the IMLS Nurses Worksheet. Insert the type of supporting documentation that best justifies the score for each section. Then total the section scores.

The expected length of stay in IMLS may be short or long term. Mark the Short Term box for those individuals who require recovery time after hospitalization, long term care or rehabilitation stay, or for those in Family Living who are requesting a Temporary Transfer of Care. Note the maximum allowable time in Short Term Stay is 4 to 90 consecutive days.

Indicate the current eCHAT acuity level and check if long or short term IMLS is requested.

## **Step 3:** Submission of the IMLS paperwork to the Case Manager:

Please refer to the current DD Waiver Clinical Criteria for required supporting documentation. Additional supporting documents may be provided but should not be excessive. The documentation must be typed, organized and contain appropriate information to justify the scoring level for each section. Identify documents by title in corresponding box.

The nurse must submit the IMLS Nurses Worksheet, Parameter Tool and all supporting documentation to the Case Manager in a HIPAA compliant manner.