

May 22, 2009

RICHARD M. ARMSTRONG -- Director

LESLIE M. CLEMENT - Administrator DIVISION OF MEDICAID Post Office Box 83720-Boise, Idaho 83720-0036 PHONE: (208) 334-5747 FAX: (208) 364-1811

## **MEDICAID INFORMATION RELEASE 2009-09**

To:

Developmental Disability Service Coordinators and Plan Developers; and

Providers of Adult Developmental Disability Services

From:

Leslie M. Clement, Administrator

Subject:

Changes to the Individual Support Plan Review and Authorization Process

Effective July 1, 2009, the Idaho Center for Disability Evaluation (ICDE) will no longer review Individual Support Plans (ISP) and addendums for adults with developmental disabilities. The department took into consideration comments about the current ISP process and more cost-effective, efficient ways to conduct plan review and authorization. In response to these comments, the Bureau of Developmental Disability Services (BDDS) is shifting the responsibility for review and authorization of service plans to the BDDS care managers. The new business model will strengthen the ICDE's role in completing assessments and determining eligibility, and will simplify and provide more efficient turnaround for the plan authorization process.

Care management program responsibilities are outlined below:

## **ICDE**

- Independent Assessments
- Eligibility Determinations
- Individualized Budget Setting
- Distribute Physician Letters

## **BDDS Care Managers**

- Initial Intake
- Reconsideration of Denials
- Crisis Authorization
- Self-Direction Training and Monitoring
- Presumptive Eligibility
- Plan Review and Authorization

Information Release 2009-09 May 22, 2009 Page 2 of 2

Because of this process shift, plan developers will now submit all service plans and addendums to the central statewide information coordinator beginning July 1, 2009. The plans and addendums must be submitted in one of two ways:

- E-mail them to BDDACM@dhw.idaho.gov
  - o In the Subject line, write "Plan Review" followed by the participant's name, the annual plan date, and the region. Attach scanned signature pages to the plan.

**Note:** The computer program used to submit the ISP must be HIPPA compliant given the confidential nature of the documentation.

- Fax plans and signature pages to the BDDACM information coordinator at (208) 332-7297.
  - o In the Subject line, write "Plan Review" followed by the participant name, the annual plan date, and the region.

Plan developers will continue to submit completed plans no later than 45 days before the end date of the current plan. Notices of late plans will be sent by the information coordinator and notices of incomplete plans will be sent by a regional care manager. In some instances, plan developers may be contacted by a care manager from a different region during the plan review process as a result of the department providing equal work distribution statewide.

If you have any questions, please contact the regional program manager at (208) 334-0944.

Thank you for your continued participation in the Idaho Medicaid Program.

LMC/rs