

## **Personal Care and IDD Waiver Dual Service Request Instructions**

In the event that an IDD Waiver team determines it would be appropriate for the member to access Personal Care services to supplement the IDD Waiver direct support services, please proceed as follows.

The IDD Waiver Service Coordinator should complete the West Virginia Personal Care Dual Services – IDD Waiver form (attached). The IDD Waiver Service Coordinator is responsible to complete the Member demographics as well as sections 1, 2 and 3 of this form. By completing this, the Service Coordinator verifies several Personal Care eligibility components including:

1. The member is authorized for the maximum number of direct care hours in the IDD Waiver program,
2. The member ICAP Service Score is 1, 2, 3 or 4,
3. The member does not reside in a 24-hour staffed setting (must be in a biological or adoptive family or specialized family care home).

Once these sections of the form are complete, the IDD Wavier Service Coordinator should refer the potential Personal Care member to the Personal Care agency of their choice. A listing of Personal Care agencies and additional information about the program can be found at the Bureau of Senior Services website:

<http://www.wvseniorservices.gov/HelpatHome/MedicaidPersonalCare/PersonalCareAgencies/tabid/112/Default.aspx>.

Upon referral, a nurse from KEPRO will complete or acquire a completed Pre-Admission Screening (PAS) and will submit it and the required documentation into the Personal Care CareConnection© system. A nurse from KEPRO will review the request and determine whether or not the member is approved for Personal Care services. The Personal Care agency will be notified of the decision through CareConnection© and is responsible to notify the IDD provider of the outcome. In the event of a denial, KEPRO will send the member the Notice of Denial including their options for Medicaid Fair Hearing.