West Virginia Traumatic Brain Injury (TBI) Waiver Application Through Enrollment Process

MNER
- You or your physician submits Initial TBIW Medical Necessity Evaluation Request (MNER) to KEPRO
- KEPRO will process and, if complete and correct, will send you a YELLOW DHS-2 form as well as a form you may complete and submit to get help with the application process from a local Case Management Agency

FE
- You contact your local DHHR to request to be evaluated for financial eligibility for Traumatic Brain Injury Waiver - take the Yellow form
- Your DHHR worker evaluates your income and assets to see if you are financially eligible

ME
- Once KEPRO receives an "approved" DHS-2 form (meaning you are financially eligible), they will call you to schedule your medical eligibility evaluation
- KEPRO will come to your home and complete the medical eligibility assessments

MEL
- Once you are approved both financially and medically for Traumatic Brain Injury Waiver, you will be placed on a Managed Enrollment List (MEL - or wait list) until a slot is available

Release
- Once your slot is available, KEPRO will send you a letter
- You must respond to the letter with your choice of Service Delivery Model and agencies (if you choose to have agencies manage your services)
- KEPRO will let your agencies know you have chosen them and they will help you get enrolled on the program

FE
- If it has been more than 90 days since you were financially eligible, you must go back to DHHR and make sure that you are still financially eligible for the program; the local DHHR will complete a WHITE DHS-2 form and send to you or your agency
- You or your agency must notify KEPRO whether you are financially eligible

Enroll
- If financially eligible, KEPRO will verify and enroll you onto the program
- KEPRO will tell your agency when you can start services

Re-eval
- Every year you are enrolled on the program, you will be reevaluated medically by KEPRO and financially by your local DHHR to make sure you are still eligible for the program