

How to Apply for the Aged and Disabled Waiver (ADW) Program

1. What is the ADW program?

The ADW program is a long-term care option that gives in-home and community help. It allows a person to remain at or return home instead of getting nursing home care. Services in this program promote choice, self-reliance, respect, and community care.

2. How do I begin the process to apply for this program?

To start the process, you must fill out a Medical Necessity Evaluation Request (MNER) form. Have your doctor (MD or DO), physician's assistant, or nurse complete, sign, and submit it to:

KEPRO-ADW
1007 Bullitt Street, Suite 200
Charleston, WV 25301
Fax: 866-212-5053

If you need assistance completing the MNER form, please contact the Aging and Disability Resource Network at 1-866-987-2372.

If you have questions about the application, please call the West Virginia Bureau of Senior Services (BoSS) at 1-866-767-1575.

You must apply for both financial and medical eligibility. All financial eligibility is conducted through your local West Virginia Department of Health and Human Resources (DHHR) so all questions and assistance applying should be directed to your local DHHR. Medical eligibility is conducted through Kepro, so all questions should be directed to Kepro.

Once you establish your financial and medical eligibility, a slot must be open to begin getting services.

3. What happens after my physician completes the form?

The physician will send the MNER form to Kepro. Kepro will send a letter informing you they are in receipt of the MNER and enclose a DHHR Long-Term Care financial application. You need to complete that application and turn in the financial application to the Long-Term Care Economic Services Worker at your local DHHR. Once DHHR determines the financial eligibility, DHHR will notify Kepro who will then contact you to schedule the Pre-Admission Screening (PAS) to determine medical eligibility. You must have substantial needs in at least 5 areas of activities of daily living to be medically eligible. Below are some of these activities:

- a. Eating
- b. Bathing

- c. Dressing
- d. Grooming
- e. Mobility
- f. Toileting

Once both financial and medical eligibility are confirmed, a funded slot must be available so you can begin receiving services. If a slot is not available, you may be placed on a Managed Enrollment List which is a wait list until a funded slot is available.

If a slot is available, your case will be activated. The agencies and service delivery model you selected during your PAS will be notified. Those agencies will then be in contact with you so that your services can be set up and started.

4. What services are available through this program?

The ADW program services include:

- Personal attendant services – A trained staff member will help you with bathing, dressing, grooming, eating, fixing your meals, or other personal care needs
- Case management services – A trained person with a degree who helps you identify your needs and plans for your care, helps talk about your wishes, and connects you with help or resources in your area
- Skilled nursing – A trained nurse will do an assessment
- Non-medical transportation services – Money for rides to and from services included in your plan
- Personal Emergency Response System (PERS)

You may get help through a Traditional (Agency) ADW person who will provide your Case Management Services and Personal Attendant Services, or you may choose to self-direct your Personal Attendant services (Personal Options), which means your staff is hired by you and work directly for you.