

Traumatic Brain Injury Waiver

FREQUENTLY ASKED QUESTIONS (FAQ)

Questions that appear on the TBIW FAQ serve as a policy clarification by the Bureau for Medical Services (BMS).

The next Policy Manual update will reflect the clarifications for which the MS has responded.

FAQ	DATE	TOPIC	QUESTION	RESPONSE
1	3/24/2025	Environmental Accessibility Adaptions (EAA)	When should the personal attendant agency file a claim for approved EAA services?	After the EAA service is approved by the UMC , the UMC will notify the Case Management (CM) and the Personal Attendant (PA) agency of the determination and issue an authorization. If approved , the PA agency is responsible for claiming the EAA service, issuing payment to the vendor, and obtaining receipts(s). The CM will confirm the adaptations are completed as specified in the Member's person centered service plan. If the adaptations are not completed as planned, the CM will assist the member to remediate the issue.
2	4/10/2025	Personal Attendant Worksheet (PAW)	Can agencies use an electronic version of the PA PAW in place of the paper version?	The BMS is receiving this question from many provider agencies. Yes, as long as the electronic version has all of the requirements of the most current version of the PAW and meets all requirements in BMS <i>Chapter 100, General Information</i> an electronic version will be accepted. The paper version would not be required. The electronic version must be accessible for the Centers for Medicare and Medicaid Services (CMS) Monitoring and Quality Review purposes. Be sure that your electronic versions can be edited easily to continue to meet policy manual changes.
3	4/10/2025	WV Estate Recovery	Are TBIW Providers expected to fill out and send the Notification of Death form to the WV Estate Recovery Unit?	Yes. On the WV Estate Recovery website you will find their "Notification of Death Form" which states "The Nursing Facility Administrator or Community Waiver Program Administrator should complete the following information and return this form within 3 days of death". Additional information regarding West Virginia Estate Recovery can be found at http://www.wvrecovery.com/estate.asp .

4	10/9/2025	Person-Centered Service Planning Meeting Attendance	Who must be present at the initial, six-month, and annual Person-Centered Service Planning Meetings?	The Initial Service Planning Meeting, the Six-month and Annual Service Planning meetings are mandatory for the member, the case manager, and the personal attendant provider agency. (BMS Policy 512.27.1). The member may choose to invite others (e.g., personal attendant professional, family members, other service providers, informal supports, resource consultant, etc.) Legal guardian (if applicable) must also attend Service Planning meetings and sign Attendance. See the Meeting Attendance Chart posted on the BMS TBIW website.
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