

TRANSFERRING BETWEEN THE LONG TERM CARE (LTC) AND THE SERIOUS DISABLING MENTAL ILLNESS (SDMI) WAIVER

Transition Process

If a SDMI consumer chooses to apply for the LTC Waiver or if the Department determines the consumer should transition to the LTC waiver, the following steps should be taken.

1. The SDMI case management team (CMT) will initiate the transition process.
2. The SDMI CMT will request the consumer sign a release of information so records can be transferred to the LTC CMT. See SDMI HCBS 804 for the required record set.
3. The SDMI CMT will make a written referral to the LTC CMT and discuss the consumer's need to transfer to the LTC waiver. The SDMI CMT will provide a copy of the consumer's current Level of Care determination (SLTC-61). The CPO will offer a choice of CMT if there is more than one CMT available in the area.
4. Within 60 days of receiving the written referral, the LTC CMT will complete an onsite visit with the consumer and complete the Waiting List Tool (SLTC-146).
5. When the consumer is selected for a slot on the LTC waiver, the SDMI CMT will coordinate with the LTC CMT to ensure there is no break in services. The SDMI CMT must fax a Discharge Sheet (SDMI HCBS 899-13) to M-PQH and specify that the consumer is transitioning to the LTC waiver. Date of discharge should be the last day of service on SDMI waiver. The LTC CMT will submit an Intake Sheet (SLTC-136) to M-PQH. The admit date should be the day after discharge from the SDMI waiver. A new SLTC/AMDD-55 **is required** in this circumstance. The SMDI CMT completes a SLTC/AMDD-55 discharging the consumer from the SDMI waiver. The LTC CMT completes a SLTC/AMDD-55 admitting the consumer to the LTC waiver. OPA has requested the transition between waivers take place the first day of the month whenever possible.
6. The SDMI CMT will notify the consumer's providers via the Discharge Notice (SDMI HCBS 899-18) that the consumer is discharging from the SDMI waiver and transitioning to the LTC waiver. The LTC CMT will complete new referrals and prior authorizations to providers for LTC waiver services.
7. The LTC CMT may use the SDMI POC for 90 days from the date of admit to the LTC waiver and then a new POC must be developed. If utilizing the SDMI POC, the content should be evaluated to determine the current circumstances and service delivery needs. The LTC CMT may use the SDMI CMT social history, but update as needed.

If a LTC consumer chooses to apply for the SDMI Waiver or if the Department determines the consumer should transition to the SDMI waiver, the following steps should be taken.

1. The LTC CMT will initiate the transition process.
2. The LTC CMT will request the consumer sign a release of information so records can be transferred to the SDMI CMT. See SLTC-804 for the required record set.
3. The LTC CMT will make a written referral to the SDMI CMT and discuss the consumer's need to transfer to the SDMI waiver. The LTC CMT will provide a copy of the consumer's current Level of Care determination (SLTC-61). The RPO will offer a choice of CMT if there is more than one SDMI CMT available in the area.

4. Within 60 days of receiving the written referral, the SDMI CMT will complete an onsite visit with the consumer and complete the Waiting List Tool (SDMI HCBS-899-20).
5. When the consumer is selected for a slot on the SDMI waiver, the LTC CMT will coordinate with the SDMI CMT to ensure there is no break in services. The LTC CMT must fax a Discharge Sheet (SLTC-137) to M-PQH and specify that the consumer is transitioning to the SDMI waiver. Date of discharge should be the last day of service on LTC waiver. The SDMI CMT will submit an Intake Sheet (SDMI HCBS 899-12) to M-PQH. The admit date should be the day after discharge from the LTC waiver. A new SLTC/AMDD-55 **is required** in this circumstance. The LTC CMT completes a SLTC/AMDD-55 discharging the consumer from the LTC waiver. The SDMI CMT completes a SLTC/AMDD-55 admitting the consumer to the SDMI waiver. OPA has requested the transition between waivers take place the first day of the month whenever possible.
6. The LTC CMT will notify the consumer's providers via the Discharge Notice (SLTC-137) that the consumer is discharging from LTC waiver and transitioning to the SDMI waiver. The SDMI CMT will complete new referrals and prior authorizations to providers for SDMI waiver services.
7. The SDMI CMT can use the LTC POC for 90 days from the date of admit to the SDMI waiver (excluding HCBS not covered by SDMI waiver) and then a new POC must be developed. If utilizing the LTC POC, the content should be evaluated to determine the current circumstances and service delivery needs. The SDMI CMT may use the LTC CMT social history, but updated as needed.

