

SECTION
ELIGIBILITY FOR SERVICES

SUBJECT
Waiting List Criteria Tool Instructions

PURPOSE
This tool was developed to assist the Case Management Teams (CMT) in prioritizing each member's needs. The instrument is designed to complement professional judgment in determining which member is in most need of services. Questions are geared toward assessing specific waiver needs and to facilitate discussion.

PROCEDURE
It is left to the discretion of the CMT on how to use the tool. For example, some teams may choose to use just one form per member. Other teams may choose to have each team member fill out a separate form, combine the scores, and average the total scores. The minimum score is 13 and the maximum is 37. Based on the scoring range and professional judgment, determine which member in the highest range needs the services the most. Use the comment section to add information that will help in this decision.

INSTRUCTIONS
Complete the tool by scoring each question with the point system below that best address the member's current status:

1. Does the member have progressive dementia?

Yes – The member has a diagnosis of dementia at the time of the screening. The member is not eligible for the HCBS SDMI Waiver Program.

No – Continue the screening of the member for eligibility for the HCBS SDMI Waiver Program.
2. The member cannot discharge from a psychiatric facility due to homelessness?

Yes – The member will be homeless at the time of discharge (Score 3).

No – The member has some type of housing to return to.
3. The member at risk of medical deterioration without services?

Score 0 – Does not apply.

Score 1 – The member is maintaining medically at home.

Score 2 – Some of the member's needs are being met but additional services could help maintain or improve the member's medical status.

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Score 3 – The member has a terminal or deteriorating condition, unmet skilled care needs, recent hospitalization or institutionalization.

4. The member at risk of psychiatric deterioration without services?

Score 0 – Does not apply.

Score 1 – The member is maintaining psychiatrically at home.

Score 2 – Some of the member’s needs are being met but additional services could help maintain or improve the member’s psychiatric status.

Score 3 – The member has rapid deterioration of their psychiatric status, becoming an imminent risk to self or others, recent hospitalization or institutionalization.

5. Does the member have cognitive impairment?

Score 0 – Does not apply

Score 2 – The member is alert and oriented but uses poor judgment or has minor cognitive impairment (e.g., some short-term memory loss).

Score 3 – The member consistently uses poor judgment or inability to function independently without supervision and/or constant reminders.

6. Is the member currently in a nursing facility or at risk of institutional placement or death?

Score 0 – Does not apply, member is not at risk.

Score 1 -- The member is at minimal risk (could be institutionalized within the next 6 months).

Score 2 – The member is at moderate risk (could be institutionalized within the next 3 months).

Score 3 -- The member is at imminent risk of placement or death, the family situation will deteriorate without waiver services, will have to move from assisted living to a nursing facility, or is in an institution.

7. Identify the level of support needed by the member that is specific to their needs:

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Score 0 – Does not apply.

Score 1 – Member requires minimal level of support (1-2 days).

Score 2 – Member requires moderate level of support (3-5 days).

Score 3 – Member requires extensive level of support (5-7 days).

8. Is there a need for more formal (paid) services?

Score 0 – Does not apply, no formal supports needed.

Score 2 – The member is receiving services but needs additional support.

Score 3 – The services the member receives are inadequate or funds are limited.

9. Is there a need for more informal supports?

Score 0 – Does not apply, no informal supports needed.

Score 2 – The member receives moderate support or could benefit from additional support to maintain or improve their quality of life.

Score 3 – Informal support is absent or inadequate.

10. Does the primary caregiver need relief?

Score 0 – Does not apply, there is no caregiver involved.

Score 1 – Caregiver does not need support or relief.

Score 2 – Caregiver needs are intermittent or needs occasional relief.

Score 3 – Caregiver requires immediate or on-going relief and/or caregiver's health is in jeopardy.

11. Is there a need for adaptive aids or environmental modifications?

Score 0 – Does not apply, no need for adaptive aids or environmental modifications.

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Score 2 – Member is requesting adaptive aids or environmental modifications and has provided a provider evaluation from an Occupational Therapist, Physical Therapist or their primary care provider with modifications suggested.

Score 3 – Member has a provider evaluation from an Occupational Therapist, Physical Therapist or their primary care provider that includes suggestions for adaptive aids or environmental modifications to prevent a higher level of care.

12. Does the member frequently utilize emergency services?

Score 0 – The member had no Emergency Room (ER) visits and/or Emergency Medical Services (EMS) call in the last 3 months.

Score 1 – The member had only one ER visit and/or EMS call in the last 3 months.

Score 2 – The member had one to three ER visit and/or EMS call in the last 3 months.

Score 3 – The member had three or more ER visits and/or EMS calls in the last 3 months.

13. Has the member had any involvement from adult protective services (APS), children protective services (CPS), law enforcement or an ombudsman?

Score 0 – Does not apply, no involvement.

Score 1 – The member has had previous involvement more than six months ago that has been resolved.

Score 2 – The member has had previous involvement less than six months ago that has been resolved.

Score 3 – The member is currently involved with APS, CPS, or an ombudsman.

14. Does the member have safe and adequate housing?

Score 0 – Does not apply, the member has safe and adequate housing.

Score 1 – The member may have concerns with safety and affordability and could benefit from assistance in exploring other housing options in the next three months.

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Score 2 – The member has concerns with safety and affordability and could benefit from assistance in exploring other housing options presently.

Score 3 – The member has a barrier to obtaining adequate housing (e.g., sexual/violent offender status or a felony record).

15. Are there any other health and safety issues (not identified in 1-15) that place the member at risk? Please explain below in comments.

Score 1 – The member has additional health and safety issues. Please document the member’s specific circumstances in the “comments” section.

Enter the total score obtained on the review date.

Total Score _____

Review Date _____

Comments--Use this section to include any information that is important for making determinations but is not necessarily addressed in the tool questions. For example, the member’s current supportive services or specific service needs could be listed. This section can also be used to document status changes between review dates.

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This section to be signed by the CMT completing the tool.

CMT Signature: