

	Addictive and Mental Disorders Division Severe and Disabling Mental Illness, Home and Community Based Services Waiver Manual
	Date effective: July 1, 2020 Date revised:
Policy Number: <i>HCBS SDMI 100</i>	Subject: Unduplicated Member and Slot Allocation

Definition

Unduplicated Member means the total number of members that may receive Severe and Disabling Mental Illness (SDMI) waiver services within a waiver year. This number is established through the SDMI waiver application. Each member can only be counted toward the total number once per waiver year.

Slot means the number of available spaces allocated by the Addictive and Mental Disorders Division (AMDD) to each case management team (CMT). The CMT may refill a slot if a member vacates a slot. The number of slots allocated to an area is described below.

Process/Procedure

How teams and slots are assigned:

- (1) The unduplicated number of members that may be served on the SDMI waiver is outlined in the SDMI waiver application. For waiver years one through five of the current application the following members may be served on the SDMI waiver:
 - (a) waiver year one (July 1, 2020 – June 30, 2021), 600;
 - (b) waiver year two (July 1, 2021 – June 30, 2022), 650;
 - (c) waiver year three (July 1, 2022 – June 30, 2023), 750;
 - (d) waiver year four (July 1, 2023 – June 30, 2024), 750; and
 - (e) waiver year five (July 1, 2024 – June 30, 2025), 750.
- (2) The number of slots assigned to each region is determined by:
 - (a) the identified need for each service area (waitlists, demographics of a service area, number of unduplicated members); and
 - (b) provider availability.
- (3) Each CMT will be assigned 60 slots and must keep a client roster of at least 50 clients.

- (4) Case management entities must hire and train enough staff to serve the specified number of CMTs assigned to their regions.
- (5) Services must be equally available to all eligible members in the case management team's region. Case management entities may not assign slots by county.
- (6) If the CMT identifies a need outside of the annual review to request additional slots, the CMT must submit a request to AMDD. The request must include:
 - (a) the number of slots being requested;
 - (b) the reason for the additional slots (i.e. improved capacity (new provider), wait list management); and
 - (c) a description of how the additional slots will be managed to maintain a minimum of 50:1 member to CMT ratio.

Management of member movement:

- (8) If a member discharges from the waiver and is re-admitted within the same waiver year, the member only counts as one unduplicated member for that waiver year.
- (9) If a member discharges from the waiver and is re-admitted in a subsequent waiver year, the member is counted as separate unduplicated member in each waiver year they were on the waiver.
- (10) Each case management team must send a monthly utilization report to the AMDD Program Manager by the 20th of each month. The utilization report must include the following:
 - (a) current number of member's served;
 - (b) total unduplicated members served per CMT year to date;
 - (c) average cost per member;
 - (d) number of members served in residential habilitation broken down by service type (assisted living, foster care, adult group home, mental health group home, or intensive mental health group home); and
 - (e) number of members served under the Money Follows the Person Grant.