

# Department of Public Health and Human Services

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Steve Bullock, Governor

Sheila Hogan, Director

## MEMO:

To: Community First Choice (CFC) Providers and SDMI Waiver Providers

From: Jennifer Fox, SDMI Waiver Program Manager

Date: October 31, 2019

Regarding: CFC/SDMI coordinated visits;  
CFC policy 1104 and SDMI Policy 809-5

Effective December 1, 2019, the coordinated CFC/SDMI annual home visit will occur 45-60 days prior to the expiration date of a member's SDMI waiver person-centered plan. This change will ensure that case management teams are able to submit updated SDMI waiver service plans to Community Program Officers 30 days prior to the expiration date as stated in SDMI Policy 809-5. While this change will affect the month, the coordinated annual visit is completed (i.e. it will need to be completed at least a month earlier than previously coordinated), it does not alter the SDMI person-centered plan renewal date. Additionally, this change does not alter the expectation that the SDMI Case Manager must complete the CFC person-centered plan (SLTC-200) at the coordinated visit and distribute it at the coordinated visit or immediately thereafter.

For example, if the SDMI person-centered plan expires December 31, 2019, the SDMI case management team must coordinate the annual home visit with the CFC provider in the month of November. During the annual visit the SDMI case management team will revise the SDMI waiver person-centered plan and forward it to the Community Program Officers by December 1, 2019. This timeline allows the Community Program Officers to review and approve the SDMI waiver plan by January 1, 2020. In this example, the CFC person-centered plan renewal date moves from the month of December to the month of November, while the SDMI plan expiration date remains December 31.

If CFC providers have questions about the date of a coordinated visit, please consult with your case management team. Case management teams will bring all questions to their assigned Community Program Officer. If the CFC provider has questions about the process for completing CFC forms and paperwork, please consult your Regional Program Officer.