

PROCEDURE # 13.10A	EFFECTIVE DATE	REVISED DATE
TITLE: 1915(i)SPA State Plan Home and Community Based Services Administration	9/15/2023	6/1/2026
ATTACHMENT TO	REVIEW DATES	
POLICY #: 13.10	2/15/25, 6/1/26	
POLICY TITLE: 1915(i)SPA State Plan Home and Community Based Services Administration		
CHAPTER: SERVICE DELIVERY		

I. PURPOSE

To define LRE's oversight process for review, verification, and submission of Home and Community Based Services (HCBS) beneficiary enrollment and annual eligibility documentation under the 1915(i) State Plan Amendment (SPA).

II. PROCEDURES

Home and Community Based Services Enrollment, Recertification, and Disenrollment Process

A. Enrollment:

1. The responsible CMHSP completes the initial 1915(i) SPA eligibility assessment and enters the required case information into the Waiver Support Application (WSA) for PIHP review. The case file submitted in the WSA shall include:
 - Evaluation type, tool, and date
 - Referral Date
 - Evaluator name and credentials
 - Eligibility criteria
 - IPOS Date
 - The 1915(i)SPA Services being delivered
2. The PIHP reviews the WSA case file for completeness, consistency, and required documentation. When information is incomplete, inaccurate, or missing, the PIHP returns the case to the CMHSP for correction. When the submission meets applicable requirements, the PIHP approves the case in the WSA and submits it to MDHHS for final determination.
3. MDHHS reviews the submission and issues the final approval decision. Upon approval, notification is generated through the WSA to the PIHP and the responsible CMHSP.
4. Effective 10/1/2023, 1915(i) SPA cases must receive approval in the WSA before services may begin.

- a. The case start date is the date MDHHS approves the case in the WSA.
- b. For cases submitted on or after 10/1/2023, the 1915(i) SPA begin date is the date of MDHHS approval in the WSA. Services provided before that approval date are not billable under the 1915(i) SPA.

B. Recertification

1. The responsible CMHSP completes the annual 1915(i) SPA eligibility reassessment within 365 days of the initial evaluation and updates the required information in the WSA for PIHP review. The updated case file in the WSA shall include:
 - Re-Evaluation type, tool, and date
 - Evaluator name and credentials
 - Eligibility criteria
 - Updated IPOS Date (if applicable)
 - 1915(i)SPA Services being received (if applicable)
 - Reason for Missing Re-Evaluation if the current re-evaluation is overdue.
2. The PIHP reviews the recertification case file for completeness, consistency, and required documentation. When information is incomplete, inaccurate, or missing, the PIHP returns the case to the CMHSP for correction. When the submission meets applicable requirements, the PIHP approves the recertification in the WSA and submits it to MDHHS for final determination.
3. MDHHS reviews the recertification submission and issues the final approval decision. Upon approval, notification is generated through the WSA to the PIHP and the responsible CMHSP.

C. Disenrollment:

1. Disenrollment may occur when the beneficiary no longer meets 1915(i) SPA eligibility or when other disenrollment criteria are identified. The responsible CMHSP updates the required case information in the WSA for PIHP review. The updated case file in the WSA shall include:
 - Disenrollment Reason
 - Notified Date (if applicable)
 - Disenrollment Date
2. The PIHP reviews the disenrollment case file for completeness, consistency, and required documentation. When information is incomplete, inaccurate, or missing, the PIHP returns the case to the CMHSP for correction. When the submission meets applicable requirements, the PIHP approves the disenrollment in the WSA and submits it to MDHHS for final determination.
3. MDHHS reviews the disenrollment submission and issues the final approval decision. Upon approval, notification is generated through the WSA to the PIHP and the responsible CMHSP.
4. The disenrollment date is the date entered in the WSA.

III. CHANGE LOG

Date of Change	Description of Change	Responsible Party
9/15/23	NEW Procedure (removed from policy)	CEO or Designee
2/15/25	Title Change	COO and HCBS Manager
6/1/26	Annual Review – Language Revisions	COO, HCBS Manager