

ORGANIZATIONAL PROCEDURE

PROCEDURE # 13.12A	EFFECTIVE DATE	REVISED DATE
TITLE: CERTIFIED COMMUNITY BEHAVIORAL HEALTH CLINIC WAIVER SUPPORTS APPLICATION TRANSFERS	10/1/2021	
ATTACHMENT TO	REVIEW DATES	
POLICY #: 13.12 POLICY TITLE: CERTIFIED COMMUNITY BEHAVIORAL HEALTH CLINICS CHAPTER: SERVICE DELIVERY	5/1/2025	

I. PURPOSE

To outline a process by which Waiver Support Application (WSA) transfers can be requested and managed by Certified Community Behavioral Health Clinic (CCBHC) Demonstration sites.

II. PROCEDURES

- A. LRE and each Region 3 PIHP CCBHC must have an identified WSA Lead responsible for managing, reviewing, submitting, and approving all WSA transfer requests.
- B. A request for a transfer from the CCBHC currently serving the individual is submitted by email to LRE's Waiver Support Specialist.
- C. LRE will contact the CCBHC currently serving the individual to determine enrollment status and obtain approval for the transfer.
- D. Upon approval, LRE Waiver Support Specialist will update WSA and an email notification will be provided to the CCBHC requesting the transfer that the transfer is complete.

III. CHANGE LOG

Date of Change	Description of Change	Responsible Party
5/1/2025	NEW Procedure	