

## **SECTION V.2.    Waiting List Procedures**

Choices for Care Moderate Needs applicants may be placed on a waiting list if funds are not available or capacity at Adult Day is not available at the time of application, using the following procedures:

1. If funding, or capacity at Adult Day, is not available at time of application, the case manager (CM) will notify the individual in writing and will send a copy of the notice and application to the requested Service Providers.
2. The Homemaker Agency or Adult Day provider (Moderate Needs Providers) will place the individual on their waiting list.
3. Applicants on Community Medicaid are considered first priority, then chronological order by date of application.
4. Participants who are already active on Moderate Needs and wish to add a second service will be put on the wait list according to their original Moderate Needs application date (*See Section V.3 Changes & Reassessment Procedures*).
5. The wait list should contain only those people who are still waiting for funding on the last day of the reporting month.
6. The wait list shall not contain the names of people who have an active Moderate Needs service authorization and are waiting for staffing or additional hours. (*See Section III Universal Provider Standards*).
7. The Moderate Needs Providers must forward a copy of the wait list to DAIL by the 15<sup>th</sup> of the month following the reporting month. *For example, the January report is due at DAIL by February 15<sup>th</sup> and must contain everyone waiting for funding as of January 31<sup>st</sup>.*
8. Providers who have no wait list must either send a blank wait list or send an email to DAIL by the 15<sup>th</sup> of the month stating they have no wait list.
9. When funding is allocated to an applicant the Moderate Needs Providers will indicate such date on the wait list and notify the Moderate Needs case manager.
10. The CM will notify the applicant when funding becomes available and continue the eligibility process. The CM shall put the date the applicant came off the wait list on the Moderate Needs application.
11. If the individual is already receiving other Moderate Needs services, the CM will complete a Moderate Needs Group Change Form and send to the Moderate Needs Coordinator. The Moderate Needs Coordinator will complete and send a new Service Authorization to the individual, case manager and provider(s).

12. The effective date of the service will be the date the individual was taken off the wait list or a later date as requested by the CM.
13. The DAIL Moderate Needs Coordinator will review the provider's wait list upon receiving a new Moderate Needs application to ensure that Medicaid applicants are served before non-Medicaid applicants.
14. Providers must assure that all people listed on their wait list are still waiting for funding to be served. This is accomplished contacting people on the wait list at least once every six months.