

1. What happens if my child is placed/currently in an out-of-state residential facility when applying for CSED Waiver?

If an application is being made for a child who is currently placed in an out-of-state residential facility, the following is a step-by-step process that will need to be completed as the process is slightly different from evaluating a child who is in-state.

Instead of having the Independent Psychological Evaluation (IPE) completed by a member of the Independent Psychological Network (IPN) in-state, the Medical Eligibility Contracted Agent (MECA) known as PCA will work directly with the psychologist at the facility to complete the IPE and to ensure the IPE meets the standards necessary for CSEDW eligibility determination.

Please be advised, this process is ONLY to be utilized for out-of-state placements. For children and youth in such facilities in-state, the regular process will apply.

1. Complete the WV-BMS-CSED-1 Application Form.
2. Identify the applicant as currently being placed in a group residential setting out-of-state on the WV-BMS-CSED-1 Application Form.

Is the applicant currently placed in a group residential setting?	<input type="checkbox"/> Yes, in WV	<input checked="" type="checkbox"/> Yes, Out of State	<input type="checkbox"/> No
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3. Submit the completed WV-BMS-CSED-1 to KEPRO via your preferred method by reviewing the instructions on the form.
4. Upon receipt of the WV-BMS-CSED-1, KEPRO will send the legal representative a letter informing the applicant of their next steps in the application process.
5. This letter will include a listing of in-state psychologists who are available to complete the evaluation. DO NOT chose a psychologist from this listing.
6. Instead of choosing a psychologist, you will write "PCA" on the line where you would normally identify a psychologist chosen from the listing.
7. This will alert PCA to the fact that they will be working with an out-of-state psychologist to complete the evaluation.

Independent Psychologist Selected	
<ul style="list-style-type: none"> • I choose <u>PCA</u> to complete my Independent Psychological Evaluation (IPE) so that medical eligibility can be determined for the WV CSED Waiver Program. • I consent for the release of all medical records, psychiatric records, substance abuse records, previous evaluations, academic records, social and developmental history for the purpose of an Independent Psychological Evaluation for I/DD Waiver Services to the above-named psychologist, BMS and all its contracted agents. 	
Signature _____	Date _____

8. Submit the completed IPN Response form to KEPRO via your preferred method by reviewing the instructions on the form.
9. Notify the psychologist at the facility to contact Kristen Blanks (kblanks@pcasolutions.com) or Kerri Linton (klinton@pcasolutions.com) at PCA so PCA can inform the psychologist of the appropriate testing and reporting template for the IPE. PCA can also be contacted via phone at 304-776-7230.

10. Please be advised, it is important for the psychologist at the facility to contact PCA directly to avoid delays in the eligibility process.

11. Although PCA will work directly with the psychologist at the facility to complete the IPE, PCA may still request additional documentation from the legal guardian as a part of the eligibility determination process. In this circumstance, the legal guardian is responsible for submitting this additional documentation as requested.

2. What happens if my child is placed/currently in a residential facility and approved for the CSEDW program, but does not have placement?

Individuals who are deemed eligible for the CSEDW program have up to 180 days to access services on the program from the date of eligibility determination. The 180 days can assist BCF (Bureau for Children and Families) with finding placement for children/youth approved for the CSEDW program who are currently in either in-state or out-of-state placement. If services are not accessed within 180 days, the child/youth will be discharged from the CSEDW program.

If the 180 days is needed to assist with finding placement, the legal representative will need to complete the WV-BMS-CSED 12 Request to Continue Services Form and to submit this form to Aetna: ABHWVCSED@aetna.com.

It is important for this request to reflect the need for the slot to be placed on hold while placement is secured for the individual, which will need to be identified in the narrative section of the form. Below is an example of the language that can be used for the request:

Jen received her eligibility determination on 3/2/2020 and is currently placed in an out-of-state residential treatment facility. I am requesting to hold her slot for 90 days, while we attempt to find placement for her. I am anticipating we can secure placement for her within the 90 days, but if we are unable to do so, I will request an extension to go past the 90 days.

Upon receipt of this completed form, the Aetna Care Manager will review the request and either approve the request to hold the slot, request additional information or deny the request. Please note that requests of this nature should not result in a denial unless additional information requested is not submitted or the individual has already exhausted their 180 days.