

CHAPTER 3

REQUESTING A SLOT

Eligibility for enrollment in the Community Supports (CS) Waiver is based on the need for waiver-funded services and supports. The Waiver Case Manager (WCM) is responsible for assessing the participant's needs and determining the service(s) and support(s) required to meet identified needs. The WCM must submit the ***Request for Waiver Slot*** (form located in Business Tools) within three (3) working days of the participant/legal guardian's request for waiver services or of the determination that waiver services are needed.

Submit ***Request for Waiver Slot*** via SCOMM in Therap to the Waiver Waiting List Coordinator

The WCM must provide the ***CS Waiver Information Sheet*** (CS Info Sheet-1) to the participant/legal guardian within three (3) working days.

Upon receipt of the ***Request for Waiver Slot***, the participant will be placed on the CS Waiver waiting list. The waiting list is called priority list in Therap. OIDD will notify the participant/legal guardian of this decision in writing. ***The Process for Reconsideration of SCDHHS Decisions*** will be included with the written notification to the participant/legal guardian.

Application Withdrawal/Request to be Removed from the ID/RD Waiver Waiting Lists: If a participant on the waiting list or in the process of enrollment decides they no longer wish to pursue CS Waiver services, the ***Declination Statement*** must be signed by the participant /legal guardian and the WCM. The ***Declination Statement*** must be sent to the Waiver Enrollments Coordinator, who will remove the participant's name from the waiting list. A copy of the ***Declination Statement*** must be provided to the participant /legal guardian and maintained in the participant's record. If the participant wishes to re-apply for the waiver, a new ***Request for Waiver Slot*** must be submitted according to the procedures outlined in this chapter.

Submit ***Declination Statement*** to the Waiver Enrollments Coordinator.

When a participant/legal guardian requests to be removed from the CS Waiver waiting list, the WCM should also ask if they wish to be removed from the waiting list for any other OIDD operated waiver(s) .

When the WCM is unable to obtain a signature on the ***Declination Statement***, the ***Non-Signature Process*** should be followed. See Chapter 6 - Enrollments for more information on the ***Non-Signature Process***.

Placement on Multiple Waiting Lists: A participant can be on the Community Supports Waiver Waiting List as well as waiting lists for other waivers simultaneously. The WCM should discuss all options, services and limitations of any waiver being considered with the participant/legal guardian.

Removal from the Community Supports Waiver Waiting List. A person will be removed from the Community Supports Waiver waiting list when the following occurs:

- A Community Supports Waiver slot is allocated
- Participant is determined not to meet ICF/IID Level of Care
- Death
- Moved out of state
- Admission to a NF or ICF/IID expected to be permanent
- Cannot be located
- Removal requested by the person or legal guardian

If the person or legal guardian requests removal from the Community Supports Waiver waiting list, the Waiver Case Manager must document the reason in a case note and, except in the case of death, complete the Declination Statement form. It must be signed by the person or legal guardian and the Waiver Case Manager, (or the non-signature/non-cooperation process must be followed). The form must be maintained in the person's file. Copies must be sent to the Waiver Enrollment Coordinator and to the person or legal guardian.

If it is reported that a person on the waiver waiting list has died, the Waiver Case Manager should notify the Waiver Enrollment Coordinator, and his/her name will be removed from the list. A person on the waiting list who does not want to pursue a Community Supports Waiver slot when notified one is available can choose to either move to the bottom of the waiting list or be removed from the list. The Waiver Case Manager must document the option chosen in a case note and notify the Waiver Enrollment Coordinator.