

# Guidance for SC Agencies on Waiver Program Transitions

## WAIVER PROGRAM ACRONYMS

MLTSS:	Managed Long Term Services and Supports
SP:	Supports Program
SP+PDN:	Supports Program plus Private Duty Nursing
CCP:	Community Care Program
DAC:	Disabled Adult Child

### Individual Transitioning from MLTSS to SP

*Please note: Disenrollment from MLTSS can only occur on the last day of the month.*

1. Family submits signed and dated letter to SC requesting to disenroll from MLTSS (can be as simple as “I am requesting to disenroll from MLTSS and enroll in SP”).
2. SC emails signed and dated letter to DDD’s Medicaid Eligibility Helpdesk: [DDD.MediElighelpdesk@dhs.state.nj.us](mailto:DDD.MediElighelpdesk@dhs.state.nj.us).
3. Medicaid Eligibility Helpdesk coordinates disenrollment and enrollment dates with SC.
4. SC creates SP service plan and notifies Medicaid Eligibility Helpdesk when plan is ready to be approved.
5. Medicaid Eligibility Helpdesk notifies MLTSS of disenrollment, and MLTSS term date is entered into the Medicaid system.
6. SC approves the plan the first of the month in coordination with the disenrollment from MLTSS, which occurs the last day of the month.

### Individual Transitioning from MLTSS to SP+PDN

*Please note: Disenrollment from MLTSS can only occur on the last day of the month.*

1. Family submits signed and dated letter to SC requesting to disenroll from MLTSS (can be as simple as “I am requesting to disenroll from MLTSS and enroll in SP”).
2. SC emails signed and dated letter to DDD’s Medicaid Eligibility Helpdesk: [DDD.MediElighelpdesk@dhs.state.nj.us](mailto:DDD.MediElighelpdesk@dhs.state.nj.us).
3. Medicaid Eligibility Helpdesk coordinates disenrollment and enrollment dates with SC.
4. SC creates SP service plan and notifies Medicaid Eligibility Helpdesk when plan is ready to be approved.
5. Medicaid Eligibility Helpdesk notifies MLTSS to manually turn on PDN, and MLTSS term date is entered into the Medicaid system.
6. SC seeks plan approval. If it is the first plan, it should be approved on the first day of the next month. If it is not the first plan, it should be approved on the last day of the month and the plan start date will be the following day (the first day of the new month).

### Individual Not Enrolled in MLTSS but Requesting PDN

1. Family contacts their Medicaid Managed Care Organization (MCO) to request a nursing assessment.
2. SC emails Medicaid Eligibility Helpdesk so they can notify Medicaid that individual will be accessing PDN through SP.
3. Individual must enroll in SP before PDN can begin.
4. Once enrolled in SP, SC notifies Medicaid Eligibility Helpdesk to notify Medicaid, to ensure PDN is put into place.

NOTE: *Individuals may bring their PDN with them to day services as long as the program allows it and is notified ahead of time.*

**Individual Transitioning from CCP to SP+PDN (\*Waiver contact list at end of document)**

1. Family submits signed and dated letter to SC requesting to disenroll from CCP (can be as simple as “I am requesting to disenroll from CCP and enroll in SP”).
2. SC emails signed and dated letter to DDD’s Medicaid Eligibility Helpdesk: [DDD.MediElighelpdesk@dhs.state.nj.us](mailto:DDD.MediElighelpdesk@dhs.state.nj.us).
3. Medicaid Eligibility Helpdesk coordinates disenrollment and enrollment dates with SC.
4. SC creates SP service plan and notifies Medicaid Eligibility Helpdesk when plan is ready to be approved.
5. Medicaid Eligibility Helpdesk notifies DDD Waiver Unit to dis-enroll from CCP and notifies MLTSS to manually turn on PDN.

**Obtaining Medicaid for individuals who do not meet the DAC criteria and cannot obtain Medicaid at the County Office (formerly known as “Non-DAC”) through the SP**

1. SC obtains signed Participant Enrollment Agreement and uploads it into iRecord.
2. SC keeps individual in Interim – DO NOT soft-enroll into Supports Program.
3. SC completes the NOEA for waiver services (Check the box for Supports Program SC46) and emails it to the Medicaid Eligibility Helpdesk: [DDD.MediElighelpdesk@dhs.state.nj.us](mailto:DDD.MediElighelpdesk@dhs.state.nj.us).
  - a. Include date of PEA upload into iRecord.
  - b. Include original email from Medicaid Eligibility Helpdesk documenting the individual was determined to be in need of an application through the waiver unit.
4. Medicaid Eligibility Helpdesk tracks the referral and forwards the NOEA and email from the Medicaid Eligibility helpdesk to the Waiver Unit.
5. The Waiver Unit sends Medicaid application to individual/family and contacts to assist with completion.
6. Individual/guardian completes Medicaid application and returns it to the Waiver Unit.
7. The Waiver Unit reviews application for completeness and forwards it to the Special Medicaid Processing Unit at DMAHS, which reviews for Medicaid eligibility.
8. If determined eligible, DMAHS notifies Special Projects Team that the individual is “pre-approved” for Medicaid.
9. The Waiver Unit notifies DMAHS of desired start date (based on PEA upload date and other factors), and the individual simultaneously becomes Medicaid eligible and is enrolled in the Supports Program (SPC46).
10. Special Projects Team notifies SC.

**Obtaining Medicaid for individuals who do not meet the DAC criteria and cannot obtain Medicaid at the County Office (formerly known as “Non-DAC”) through CCP (\*Waiver contacts listed at end of document)**

1. SC obtains signed Participant Enrollment Agreement and uploads it into iRecord.
2. SC completes the NOEA for waiver services (Check the box for Community Care Program SPC07) and emails it to appropriate Waiver Unit staff.
3. Waiver Unit sends Medicaid application to individual/guardian and contacts to assist with completion.
4. Individual/guardian completes Medicaid application and returns it to the Waiver Unit.
5. Waiver Unit reviews application for completeness and forwards it to the ISS Unit at DMAHS, which reviews for Medicaid eligibility.

6. If determined eligible, ISS enters the Medicaid eligibility and CCP Special Program code (SPC 07) into the Medicaid system and mails a letter to the individual/guardian.
7. Medicaid eligibility will be back-dated to the month the application was signed (unless the resources are over the limit for that month).
8. Waiver Unit notifies SC of CCP eligibility.

**\*DDD WAIVER UNIT**

CCP activities related to Medicaid eligibility: Amit Shah 609-984-6283 / Kelli Rice 609-633-8160

**NORTH:** Sussex, Passaic, Morris, Bergen, Hudson, Warren, Essex, Hunterdon, Somerset, Union

- **Myrna Muhammad, Waiver Coordinator: 732-986-4803**

**SOUTH:** Mercer, Middlesex, Monmouth, Ocean, Burlington, Camden, Gloucester, Atlantic, Salem, Cumberland, Cape May

- **Lynnette Hunt, Waiver Coordinator: 609-292-0357**