

9/26/22	Initial Meeting (Step 1A)	WHODAS 2.0 Assessment (Step 1B*)	1915(i) Eligibility System (Step 2)	Approval/Denial of 1915(i) Services (Step 3)	Reevaluation of 1915(i) Eligibility (Step 4)	Ongoing
Time Frame (Eligibility determination process must be completed within 5 business days)	1 business day	2 business days	1 business day	1 business day	Annually	
Definition	<p>The initial meeting consists of collecting the documentation that is needed to complete the 1915(i) eligibility determination process and review the SFN 741 1915(i) Eligibility Application.</p>	<p><b>If the WHODAS 2.0 has been completed, advance to Step 2.</b></p> <p>An individual who needs a WHODAS 2.0 assessment can receive one by a qualified Zone WHODAS administrator. Administration and scoring of the WHODAS assessment must be completed in person.</p>	<p>Eligibility worker will enter information into the web system.</p> <p>The web system stores information related to 1915(i) eligibility.</p>	<p>Eligibility approval/denial determination is based on EW verification of all 1915(i) eligibility criteria as required in Step 1.</p> <p>The EW is responsible for entering initial and ongoing information into the 1915(i) Web System.</p> <p>The EW is responsible for informing the individual of their rights, including the right to appeal, a fair hearing, and their right to choose providers.</p> <p>If eligibility is approved, the EW is responsible for informing the individual they are required to report income over 150% FPL throughout the eligibility period.</p> <p>If eligibility is approved, the EW is responsible for providing the individual with a list of enrolled 1915(i) Care Coordination provider agencies.</p> <p>If eligibility is approved, the EW is responsible for providing the individual with a Fact Sheet for Individuals Deemed Eligible.</p>	<p>1915(i) eligibility must be reevaluated at least annually or when an individual's needs change.</p> <p>The re-evaluation process includes all of Steps 1A, 1B, 2, &amp; 3.</p>	<p>The web system will automatically close members who haven't sent in the required information requested in the 30-day notice letter.</p> <p>EW updates case information in the 1915(i) web system throughout the life of the case and sends closure letter when appropriate.</p> <p>Required communication between the Zone Medicaid EW and 1915(i) EW regarding each SPACES update affecting 1915(i) eligibility:</p> <ol style="list-style-type: none"> <li>1. Changes to identifying information (parent/legal guardian, if applicable) <ul style="list-style-type: none"> <li>• Address, telephone, etc.</li> </ul> </li> <li>2. Medicaid date changes: <ul style="list-style-type: none"> <li>• Transfer from Traditional Medicaid to Expansion</li> <li>• Transfer from Expansion to Traditional Medicaid</li> </ul> </li> <li>3. Medicaid ineligibility: <ul style="list-style-type: none"> <li>• Date ineligible for Medicaid</li> </ul> </li> <li>4. Changes in FPL, member income, and household number</li> </ol>

<p style="text-align: center;"><b>Steps for Full Kit</b></p>	<p><b>Qualifications of 1915(i) Zone Eligibility Workers</b> The Zone must assure the 1915(i) Zone Eligibility Worker performing 1915(i) determination and redetermination:</p> <ol style="list-style-type: none"> <li>1. Is not related by blood or marriage to the applicant or any paid caregiver of the applicant;</li> <li>2. Is not financially responsible for the applicant;</li> <li>3. Is not empowered to make financial or health-related decisions on behalf of the applicant;</li> <li>4. Possesses one of the following minimum qualifications; and <ol style="list-style-type: none"> <li>a. Completion of the eligibility worker one-year certificate program.</li> <li>b. Completion of 90 semester hours or 135 quarter hours of a bachelor's degree program.</li> <li>c. Graduation from high school or GED and three years of work experience involving</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Individuals completing the WHODAS must meet the requirements of an "independent, trained and qualified" administrator as defined by the State. <ul style="list-style-type: none"> <li>• <u>Independent</u> is defined as: a person who does not have a "Conflict of Interest" with the individual being assessed per the rules below. The WHODAS administrator cannot: <ul style="list-style-type: none"> <li>– Be related by blood or marriage to the individual or to any paid caregiver of the individual;</li> <li>– Be financially responsible for the individual;</li> <li>– Be empowered to make financial or health related decisions for the individual; or</li> <li>– Have a financial interest in any entity paid to provide care to the individual (includes a 1915(i) service provider for the individual).</li> </ul> </li> </ul> </li> </ol>	<p>EW enters all required information into the web system, including:</p> <ol style="list-style-type: none"> <li>1. Individual's identifying information (parent/legal guardian/alternate contact, if applicable)</li> <li>2. Traditional Medicaid or Medicaid Expansion eligibility dates</li> <li>3. Federal Poverty Level</li> <li>4. Diagnosis</li> <li>5. WHODAS score</li> <li>6. Eligibility Status</li> <li>7. 1915i Eligibility Dates (only if eligibility is approved)</li> <li>8. Upload completed and signed SFN 741 Eligibility Application, WHODAS assessment, and WHODAS scoresheet</li> </ol>	<p>EW will:</p> <ol style="list-style-type: none"> <li>1. Verify all 1915(i) eligibility criteria in web system</li> <li>2. Send approval/denial letter</li> <li>3. Inform the individual of their rights, appeals/hearing, and choice of provider and provide Member Rights and Responsibilities form</li> <li>4. If approved, inform the individual they are required to report income over 150% FPL throughout the eligibility period</li> <li>5. If approved, provide the individual with a list of enrolled 1915(i) Care Coordination provider agencies with contact information</li> <li>6. If approved, provide the individual with a Fact Sheet for Individuals Deemed Eligible</li> </ol> <p>After approval of eligibility, the care coordinator will send a Request of Information (ROI) to the Zone. The EW will upload the ROI into the web system and provide the following to the care coordinator:</p> <ol style="list-style-type: none"> <li>1. SFN 741 Eligibility form,</li> <li>2. WHODAS assessment,</li> <li>3. WHODAS scoresheet,</li> <li>4. 1915i Eligibility Dates, and</li> <li>5. Identify if member is on Traditional Medicaid or Expansion (if on Expansion, provide Expansion number)</li> </ol>	<p>A designated EW will run a daily web system report identifying individuals with upcoming 1915(i) review dates and send 30 day advance notice letters.</p> <p>The re-evaluation process includes all of Steps 1A, 1B, 2, &amp; 3.</p>	<p>A designated EW will run a daily web system report identifying individuals with an automatic closure and send closure letters.</p> <p>EW will:</p> <ol style="list-style-type: none"> <li>1. Update case information and changes in the 1915(i) web system</li> <li>2. Notify the individual when changes to 1915(i) eligibility result in a closure and send closure letter</li> </ol>
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	<p>processing of claims, loans, financial eligibility benefits, credit reviews, abstracts, taxes, or housing assistance, or working in the clerical, accounting, bookkeeping, legal, financial, business, teaching, investments/financial planning, or computer/data processing fields.</p> <p>d. Three years of any combination of education and experience listed above.</p> <p>5. Has completed initial and ongoing training provided by, or approved by, the State.</p> <p>1915(i) Zone Eligibility Worker (EW) will:</p> <p>1. Sign and date the SFN 741 1915(i) Eligibility Application under the 1915(i) Eligibility Request section the date the form was received and eligibility determined</p>	<ul style="list-style-type: none"> <li>• <b>Trained and qualified</b> is defined as: an independent agent verifying completion of the associated training on the administration and scoring of the WHODAS 2.0. <ul style="list-style-type: none"> <li>– Associated training includes review of the two WHODAS PowerPoint trainings on the 1915(i) website (<a href="http://www.hhs.nd.gov/1915i">www.hhs.nd.gov/1915i</a>) and review of the WHODAS 2.0 Manual including completion of the test used to assess knowledge related to administration of the WHODAS 2.0 located in Chapter 10 of the WHODAS Manual.</li> </ul> </li> </ul> <p>2. The following modes of the WHODAS administration are allowed in determining 1915(i) eligibility:</p> <ul style="list-style-type: none"> <li>• <b>Face-to-Face Interview:</b> General interview techniques contained in the WHODAS Instruction Guide are sufficient to administer the interview in this mode.</li> <li>• <b>Face-to-Face Proxy:</b> An individual's representative may provide a third-party view of functioning. An individual's</li> </ul>				
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<p><b>Documentation</b></p>	<p>SFN 741 1915(i) Eligibility Application  <a href="https://www.nd.gov/eforms/Doc/sfn00741.pdf">https://www.nd.gov/eforms/Doc/sfn00741.pdf</a></p> <p><b><u>Federal Poverty Level</u></b></p> <p><b><u>Diagnosis List</u></b></p>	<p>WHODAS Trainings:</p> <ol style="list-style-type: none"> <li>WHODAS: Part 1 – 1915(i) Policy and Procedures <ul style="list-style-type: none"> <li><b><u>Download the PowerPoint</u></b></li> </ul> </li> <li>WHODAS: Part 2 – Administration and Scoring <ul style="list-style-type: none"> <li><b><u>Download the PowerPoint</u></b></li> <li><b><u>Watch the Training</u></b></li> </ul> </li> </ol> <p><b><u>WHODAS 2.0 Manual</u></b></p> <p>WHODAS Assessments</p> <ul style="list-style-type: none"> <li><b><u>Interview</u></b></li> <li><b><u>Proxy</u></b></li> </ul>	<p><b><u>1915(i) Web System Cheat Sheet</u></b></p>	<p>Approval/Denial letter template (in 1915(i) Web System)</p> <p>Approval letter template informs of requirement to report income over 150% FPL throughout eligibility (in 1915(i) Web System)</p> <p><b><u>Member Rights and Responsibilities</u></b></p> <p><b><u>Enrolled Providers</u></b></p> <p><b><u>Fact Sheet for Individuals Deemed Eligible</u></b></p> <p><b><u>1915(i) Web System Cheat Sheet</u></b></p>	<p>Daily 1915(i) review date report and corresponding 30 day notice letter (in 1915(i) Web System)</p> <p>The re-evaluation process includes all of Steps 1A, 1B, 2, &amp; 3</p>	<p>Daily 1915(i) automatic closure report and corresponding closure letter (in 1915(i) Web System)</p>

		<p><b><u>WHODAS Complex Scoring Sheet</u></b></p> <p>SFN 741 1915(i) Eligibility Application <a href="https://www.nd.gov/eforms/Doc/sfn00741.pdf">https://www.nd.gov/eforms/Doc/sfn00741.pdf</a></p>				
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