

# Medicaid Waiver Management Application

## Project Information Bulletin

December 1, 2014 (1<sup>st</sup> Edition)

*The Medicaid Waiver Case Management Application (MWMA) Information Bulletin is a periodic publication providing MWMA stakeholders and users with important project updates and information related to the MWMA implementation.*

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### Important Announcements

**Submit Information Electronically Online!** When the Medicaid Waiver Management Application (MWMA) goes live, a number of the Commonwealth's Medicaid waiver forms will be incorporated directly in MWMA, and Case Management Agencies will be required to submit information online via MWMA. Additional details on the transition to electronic documentation and the specific forms to be incorporated into the electronic system can be found in this issue's [Spotlight section](#).

### Project Updates

- The system has been developed and is undergoing internal testing.
- MWMA user testing is planned to begin in January. A group of Case Managers and Supervisors will be invited to participate in this testing based on their availability, knowledge and experience.
- The MWMA Implementation Team is in the process of developing training materials for MWMA users. These materials will be available through online resources.
- Classroom facilities across the Commonwealth are being reserved for MWMA instructor-led training, scheduled to begin in early Spring 2015.

The MWMA implementation will occur across two releases. The initial release is scheduled for Spring 2015 and the second release is scheduled for December 2015.

The Roadmap below highlights key milestones and goals for a successful implementation of the initial MWMA release.

Identify Application Requirements	Develop and Test Application	Train MWMA Users	Go-Live (1 <sup>st</sup> Release)
Nov 2013-Jan 2014	Jan 2014-February 2015	Oct 2014- April 2015	Spring 2015
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Perform analysis of existing business processes</li> <li><input checked="" type="checkbox"/> Define future business processes</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Conduct design sessions with CHFS staff</li> <li><input checked="" type="checkbox"/> Build application</li> <li><input checked="" type="checkbox"/> Plan testing activities</li> <li><input checked="" type="checkbox"/> <b>Perform testing</b></li> <li><input type="checkbox"/> Launch user acceptance testing</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule classroom training</li> <li><input type="checkbox"/> Register participants in classroom training</li> <li><input type="checkbox"/> Distribute training materials to MWMA users</li> <li><input type="checkbox"/> Conduct classroom training</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish user IDs for accessing MWMA</li> <li><input type="checkbox"/> Communicate go-live preparedness activities &amp; requirements</li> <li><input type="checkbox"/> Distribute toll-free help desk number</li> <li><input type="checkbox"/> Launch MWMA solution</li> </ul>
<p>■ = In Progress</p>			

## Spotlight on . . . the Transition to Electronic Documentation

One of the overarching objectives of the Medicaid Waiver Management Application implementation is to standardize and streamline how Kentucky's Medicaid Waiver Programs are supported. To achieve this goal, the Commonwealth is implementing a number of new business processes and initiatives aimed at simplifying how case managers and other waiver providers perform their daily activities. One particular initiative is the transition of paper-based forms to the Medicaid Waiver Management Application and to allow information to be submitted online.

Today, a number Medical Assistance Program (MAP) and other forms are used to support intake, assessment, eligibility determination, plan of care, case management, incident management, timesheet, and reporting processes. When MWMA goes live, the vast majority of these forms will no longer be used in their current paper format. This doesn't mean that waiver service providers will discontinue collecting the information currently captured through these forms. Instead, they will enter this information directly into the Medicaid Waiver Management Application.

Transitioning to electronic documentation is a huge step for waiver programs. Real-time access to information and less effort and time devoted to the storage and transmission of paper documentation and duplicate data entry are just a few of the expected benefits for waiver providers.

Paper forms will be incorporated into MWMA over the course of multiple releases. The table on the following page outlines specific paper forms that will transition to an electronic format with the first release of the MWMA implementation. Case managers, CHFS staff, and other waiver service providers will continue to capture information through some of the paper forms that are used today. Some of these paper forms will be uploaded into MWMA once they are completed, and others will continue to be submitted through current means of transmission (e.g., mail, fax, telephone). Additional details around the transition of paper forms will be communicated as part of implementation readiness and classroom training.

	Forms to Be Transitioned to Electronic Format with the Initial MWMA Release*	Forms to Remain in Use with the Initial MWMA Release**
Medicaid Application Program Forms	<ul style="list-style-type: none"> <li>• <b>MAP-24:</b> Memorandum to DCBS</li> <li>• <b>MAP-24C:</b> Admittance, Discharge or Transfer of an Individual in the ABI/SCL Program</li> <li>• <b>MAP-26:</b> ABI Program Application</li> <li>• <b>MAP-95 :</b> Request for Equipment Form</li> <li>• <b>MAP-109:</b> Plan of Care/Prior Authorization for Waiver Services</li> <li>• <b>MAP-109 (MIIW):</b> Plan of Care/Prior Authorization for Model II Waiver Services</li> <li>• <b>MAP-418:</b> Medicaid Waiver Services Fact Sheet</li> <li>• <b>MAP-620:</b> Application for SCL Waiver and ICF/IDD Services</li> </ul>	<ul style="list-style-type: none"> <li>• <b>MAP-10:</b> Waiver Services Physician's Recommendations</li> <li>• <b>Map-350 (MIIW):</b> Long Term Care Facilities and Home and Community Based Program Certification Form</li> <li>• <b>MAP-350:</b> Long Term Care Facilities and Home and Community Based Program Certification Form</li> <li>• <b>MAP-351:</b> Medicaid Waiver Assessment</li> <li>• <b>MAP-351A (MIIW):</b> Medicaid Waiver Assessment</li> <li>• <b>MAP-530:</b> Demographic and Billing Information (LOC Forms included)</li> <li>• <b>MAP-531:</b> Freedom of Choice and Case Management Conflict Exemption (SCL2)</li> <li>• <b>MAP-532:</b> PDS Request Form for Immediate Family Member, Guardian, or Legally Responsible Individual as Paid Service Provider</li> <li>• <b>MAP-621:</b> Application for MPW Waiver Waiting List</li> <li>• <b>MAP-1021:</b> Adult Day Health Care Center Level II Reimbursement Determination Form**</li> <li>• <b>MAP-2000:</b> Initiation/Termination of Consumer Directed Option (CDO)</li> </ul>
Other Forms	<ul style="list-style-type: none"> <li>• POC Narrative</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Day Health Care Attending Physician Statement</li> <li>• Family Friendly Support Profile Form</li> <li>• Emergency Form</li> <li>• Incident Report**</li> <li>• Initial LOC Form</li> <li>• Instructions for Managing Prior Authorization Review Tool Files</li> <li>• Life Story</li> <li>• LOC Recertification Form</li> <li>• Master Plan Authorization Review Tool</li> <li>• Participant Rights</li> <li>• Plan Authorization Review Tool</li> <li>• POC Sign-In Sheet</li> <li>• Psychological Evaluation</li> <li>• SCL Exceptional Supports Fax Form</li> <li>• DAIL 100 (CDO Exceptions)</li> </ul>

Transitioning Paper Forms, Post-MWMA Launch

\* Additional paper forms will be transitioned to electronic format as part of the second MWMA release.

\*\*With the exception of the MAP 1021 form and Incident Reports, completed paper forms that remain in use will be uploaded into MWMA. The MAP 1021 form will continue to be submitted through postal mail. Incident Reports (for class 2 and 3 incidents) will continue to be submitted via email, fax and postal mail.

## Helpful Links & Resources

Bookmark these helpful links in your web browser for quick access.

- [MWMA Information Page](#)
- [MWMA Frequently Asked Questions](#)
- [MWMA Fact Sheet](#)
- [MWMA Overview Presentation](#)
- [kynect](#)
- [Department for Medicaid Services](#)



The MWMA Implementation Team wants to hear from *you*! Contact [us and let us know what you think](#) about this bulletin.