

Notification of Admission, Status Change, or Discharge for HCBS Waiver (148W) Instructions

The 148W is used by Support Coordination Agencies (SCAs) to notify Medicaid, the Data Management Contractor (DMC) and Regional Office (RO) of:

- An individual's linkage to the Adult Day Health Care (ADHC) Waiver or the Community Choices Waiver (CCW).
- A waiver participant's admission to a facility (Medicaid or non-Medicaid, excludes acute care hospital admissions).
- A waiver participant's discharge from a facility (Medicaid or non-Medicaid, excludes acute care hospital admissions).
- A participant's transition from the Nursing Facility (NF) to the community.
- A change in a waiver participant's Medicaid eligibility status.
- A waiver participant's discharge from the waiver program.
- Death of a waiver participant.
- A change in a waiver participant's demographic information.
- A transfer of a participant from one region to another region or from the ADHC Waiver to CCW.

For any of the above circumstances, the Support Coordinator (SC) will electronically enter (submit) the 148W form into the Provider Portal in the Medicaid LaMEDS system, completing all applicable items, within 1 business day of notification.

In addition:

For participant waiver linkages, the SC will:

- Electronically submit the 148W within 1 business day of receipt of the Freedom of Choice (FOC) Linkage from the DMC.

For participant address changes, after electronically submitting the 148W within 1 business day of notification of address change, the SC will:

- Notify RO of the address change via email to the designated RO email address.

RO will:

- Complete the change of address for the participant in the OAAS Participants Tracking System (OPTS).
- Mail a copy of the Address Confirmation cover letter, Louisiana Voter's Registration Application (LVRA), and the Voter's Registration Declaration (VRD) form to the participant within 1 business day of the notification.
- Document mailing the required forms in the participant's e-file.

For participant death discharges, the SC will:

- Notify RO of the death by electronically submitting the 148W within 1 business day of notification of the participant's death.
- If the participant had self-directed CCW services, the SC will enter the Critical Incident Report (CIR) into the Statewide Incident Management System (SIMS).
- For self-directed participant deaths, the SC must also notify the Fiscal Employer Agent (FEA), OAAS State Office designee, and LDH Medicaid Program Supports & Waiver Section (MPSW) of the waiver closure.

RO will:

- Process the 148W in LaMEDS.

NOTE: RO does not approve 148Ws for death discharge, only process. RO does not process the 148W until the CIR is entered into SIMS and both the participant and SCA are linked to the incident in SIMS.

For permanent discharges, not including death discharges, the SC will:

- Notify RO by emailing the appropriate documents such as the Declination Letter, Closure Narrative, Support Coordination Documentation (SCD), provider progress notes and any documentation to support the closure to RO for action.

RO will:

- Review all appropriate discharge documents.
- Process the 148W task in LaMEDS.

- Electronically sign and save a copy of the processed 148W in the participant's e-file.
- Email a copy of the signed/processed 148W to the DMC and to the SC.