

## T-Reports

### T-110 Aging Reports

The Aging Report is a detailed report compiled by the Data Management Contractor (DMC) in the Louisiana Service Reporting System (LaSRS®) which lists all of the current waiver linkages for each Support Coordination Agency (SCA) not yet certified.

The SCA staff must review this report daily to ensure waiver linkages are processed within procedural timelines.

Initial waiver linkages must be completed (approved/certified or denied by the Support Coordination Supervisor {SCS}) within thirty-five (35) days of linkage notification.

Initial Nursing Facility (NF) transition waiver linkages must be completed (approved/certified or denied by the SCS) within forty-five (45) days of linkage notification.

#### T-110.3 Procedures

Support Coordination Supervisor (SCS) will:

- Review the Aging Report daily to ensure that linkages are processed and submitted to Regional Office (RO) and/or the DMC within the required timeframe.

RO will:

- Send the Aging Report to the SCS monthly requesting updates on all linkages that are over thirty-five (35) days old for waiver linkages and over forty-five (45) days old for NF transition waiver linkages.  
**NOTE: RO Manager/RO staff may contact the SCS more frequently to work through specific linkages, as needed.**
- Maintain documentation of the certification status and action taken on the case.
- Assist, as necessary, with Medicaid contacts and other interventions, to ensure waiver certification within timelines.

## SCS will:

- Provide RO detailed information on all cases that are over thirty-five (35) days old for waiver linkages and forty-five (45) days old for NF transition waiver linkages, at least monthly, or more frequently as requested by RO.
- Continue to check/monitor the status of all linkages.
- Contact RO for assistance as needed.

## RO will:

- Review the SCS's linkage information and compare it to the Aging Report.
- Report any discrepancies to the SCA and/or DMC.
- Report invalid reasons for linkages exceeding timelines to State Office (SO).
- Maintain comprehensive documentation of the status of all waiver linkages for regular State Office (SO) review.

## SO may:

- Sanction SCAs as identified in the SC Performance Agreement for:
  - Failure to comply/provide detailed information on linkages, and/or
  - Continuously not meeting linkage certification timelines.

## T-200 Expired Plans of Care (POCs)

The Expired Plans of Care (POCs) report, compiled by the DMC in LaSRS®, must be reviewed daily by the SCA staff to ensure that all Annual POCs are processed within timelines.

If the SCA does not submit the entire Annual POC packet within the required timeframe, the participant's name will appear on the DMC's Expired Plan of Care (POC) Report.

### T-200.3 Procedures

Support Coordination Supervisor (SCS) will:

- Review the SCA's internal POC Report daily to ensure that the annual waiver cases (including POCs) are processed and submitted (via upload) to the DMC within the required timeframe.
- Upload the Annual POC packet (including attachments) to the DMC within fourteen (14) calendar days of POC Expiration Date.

**NOTE: POC Expiration Date is the day after the POC End Date.**

- Report any waiver case that CANNOT be submitted within the required timeframe to RO (Refer to Late POC Procedures).

**NOTE: SC supervisor must indicate the reason why the POC is late.**

RO will:

- Review the DMC's Expired POC Report and follow-up with the SCA and/or DMC.
- Report invalid reasons for the expired POCs to State Office (SO).

SO may:

- Issue a sanction to the SCA as identified in the SC Performance Agreement.

## T-300 Emergency Preparedness Contact and Relocation Tracking for Waiver Participants

OAAS is required to maintain updated contact information on all waiver participants. It is critical that this information is kept up to date especially during Hurricane Season, defined as June 1st—November 30<sup>th</sup>. OAAS is required to assure the health and safety of waiver participants. During an emergency event or disaster, frequent contacts with the participant/participant's family/Responsible or Legal Representative, must be established to ensure participant safety and that any storm related needs are met. The information obtained during these contacts must be documented for reporting purposes.

Outside of Hurricane Season, the SC must review and update the Emergency Preparedness Contact Information for the participant in LaSRS® at **least quarterly**.

During Hurricane Season, the SC must review and update the ER Preparedness Contact Information for the participant in LaSRS® at **least monthly**. The individual's record will be flagged in LaSRS® indicating a review or update is needed.

During monthly, quarterly, or other participant contacts, if any changes to the participant's emergency plan are identified, the SC must update the Emergency Preparedness Contact Information for the participant to reflect this information.

During an emergency event or disaster, the ER Preparedness Contact Information for the participant in LaSRS® must be reviewed, updated at least weekly, and possibly more frequently as identified by OAAS.

During an Emergency event or disaster, if the participant resides within the affected area, the SC must complete the Relocation Tracking Form for the participant in LaSRS®. The SC will continue to contact and update the record at a frequency and duration established by OAAS, depending upon the severity of the event.

## **T-400 No Services in 90 Days Report**

The No Service in 90 Days Report is a detailed report compiled by the Data Management Contractor (DMC) in the Louisiana Service Reporting System (LaSRS®) which lists all participants for each Support Coordination Agency (SCA) which have not received a waiver service, other than Support Coordination, in 90 days.

This report must be reviewed quarterly by the SCA staff and RO to ensure waiver participants meet the continued admission criteria for waiver services. If participants do not meet the criteria, or any exceptions, the SC will notify RO for potential discharge from the waiver.