

## Checklist for new Choices for Care ERC Admissions

- (FOR RCH, ONLY): Request a variance from DLP prior to admitting or serving a resident under ERC- nursing home level of care. (All residents regardless of payment source need a level of care variance if they are nursing home level of care). (ALRs please disregard)
- Ensure the individual has completed and mailed a 202 LTC-Long Term Care Medicaid- Choices for Care application to the Application and Document Processing Center (ADPC).
- Ensure a clinical assessment has been completed by the local LTCCC Nurse from DAIL.
- Ensure the financial eligibility has been completed by the Department of Vermont Health Access (DVHA). This can take up to 3 months or more depending on the individual's financial situation.
- Ensure the Resident Assessment (R.A.) has been completed by your staff and signed off by the nurse.
- Ensure the Tier Score Sheet is completed using the most current and up to date Resident Assessment.
- Ensure the Choices for Care ERC Service Plan is completed and signed by all parties.
- Submit the CFC ERC Service Plan, Tier Score Sheet and Resident Assessment to the local DAIL LTCCC nurse within 14 days of receiving the CFC Clinical Certification (803) from the LTCCC.
- (FOR SPECIALIZED RATES/SERVICES) Ensure the Resident Assessment and the Choices for Care ERC Home Tier Variance Request Form/CFC 813E is submitted to DAIL central office- Choices for Care Supervisors. Note this form is still in DRAFT format.
- (FOR SPECIALIZED RATES/SERVICES) Ensure the rate is approved. This will be communicated by DAIL to the LTCCC Nurse.
- When the LTC Medicaid is approved, the LTCCC will enter it into the SAMS database and the start date will be coordinated with the DLP LOC variance approval (FOR RCH ONLY). For ALR, the start date will be the date that the CFC Application was received at the ADPC or other as determined by DVHA per financial eligibility. Note retro requests can be made up to 3 months.
- Once LTC Medicaid is approved, the LTCCC will email or fax a copy of the authorized CFC ERC Service plan to the ERC Provider and mail a copy to the CFC ERC participant.
- If there is a change in setting, including a short-term nursing home stay, complete and submit the CFC 804 to DVHA via the ADPC and to the local DAIL LTCCC nurse.