

ERC Start Date Process to ensure compliance with DLP Level of Care Variance approvals

In order for Choices for Care to be in compliance with the Department of Licensing and Protection (DLP) Regulations for Residential Care Homes (RCH), the CFC ERC Service Plan Start date cannot be prior to the DLP Level of Care Variance Start date. Please keep in mind that some homes have been given a number of pre-approved "slots". (Please also note that this does not apply to Assisted Living Residences. ALRs follow a different set of guidelines and procedures). Please see below:

Process:

1. LTCCC receives an application for ERC for a client in a Residential Care Home.
2. When calling the home to schedule the clinical assessment, the LTCCC should find out from the RCH:
 - Does RCH have pre-approved LOC Variance "slots" issued by DLP?
 - If so, will client be in one of these slots?
 - If not or if RCH does not have pre-approved variance slots issued by DLP, has RCH requested a LOC Variance from DLP? (If the answer is still no, this is the home's cue to submit the request form ASAP. If the answer is yes, LTCCC should retain a copy of approval letter for record and ERC start date purposes.)
3. LTCCC conducts the clinical assessment. If the client is clinically eligible:
 - LTCCC completes 803/clinical cert.
 - If the RCH does not have a pre-approved "slot" and does not yet have a LOC Variance approval, the start date must be entered as "TBA- pending DLP LOC Variance approval", and an 812 submitted later. See below.
 - If the RCH has a pre-approved slot and the applicant will be filling one of the slots, the ERC start date would be the date of the CFC application (date received by DCF) or a later date determined by DCF eligibility, etc.
4. DLP emails the LOC Variance approval letter to the LTCCC and to Paula Brown, CFC Supervisor.
 - LTCCC attaches the LOC Variance approval letter to SAMS and places the paper copy in the client's file.
5. LTCCC faxes a copy of the Highest Paid Provider Form (812) to DCF with the start date (date that DLP granted the LOC Variance).
6. Once granted LTC Medicaid, the LTCCC processes the ERC Service Plan, making sure that the start date on the bottom of the service plan matches with the DLP LOC Variance start date.

DLP Contacts for LOC Variance Approvals:

Tammy Wehmeyer - Administrative Services Manager: 871-3315 or Tammy.Wehmeyer@vermont.gov

If RCH cannot tell LTCCC if they have pre-approved LOC variances in place or not, or does not know if they have submitted a new LOC Variance or already has an existing variance in place this is a concern and DLP wants to know about it. Please contact:

Pam Cota, RN – Licensing Chief: 871-3317 or Pamela.Cota@vermont.gov