

Choices for Care (CFC) Enhanced Residential Care (ERC) Start Date Process to ensure compliance with DLP Level of Care Variance approvals

The Choices for Care (CFC) ERC Start Date cannot be prior to the DLP LOC Variance start date in order for CFC to be in compliance with the Department of Licensing and Protection (DLP) Regulations for Residential Care Homes (RCH). Some homes have been given a number of pre-approved “slots”. (Note that this does not apply to Assisted Living Residences or Homes for the Terminally Ill. ALRs and HTIs follow a different set of guidelines and procedures).

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.
 - If the RCH has a pre-approved slot and the applicant will be filling one of the slots, or the ERC has a LOC Variance, the ERC start date could be the date of the CFC application, up to 3 months retro if applicable, or a later date determined by DVHA eligibility. The start date cannot be before the LOC Variance was approved.
4. DLP emails the LOC Variance approval letter to the LTCCC and copies the ASD Nurse Administrator.
5. LTCCC attaches the LOC Variance approval letter to the DAIL ASD database.
6. LTCCC completes and submits the Highest Paid Provider Form (812) to DVHA with the start date (date that DLP granted the LOC Variance).
7. Once granted LTC Medicaid, the LTCCC processes and authorizes 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.

For questions about LOC Variances or Pre-approved “slots”, please contact the Division of Licensing and Protection: (802) 241-0344.