

FOOTHILLS GATEWAY, INC

Approval or Increase of State Supported Living Services (SLS) Plans

PROCEDURE:

1. **Review of initial State SLS Service Plan (SP)**
2. The member identified team (MIT) will meet to identify and prioritize needs and ensure that needs are not available through other means.
3. The proposed State SLS PAR Worksheet will be completed.
4. The SLS/CES Case Manager will follow the Emergency Resource Allocation Committee (RAC) Procedure if time is of the essence or submit to the RAC for review.

Request for increases in existing State SLS Service Plan

1. The MIT will discuss, identify, and prioritize needs
2. The MIT will review utilization and try accommodating the need by reworking the existing plan.
3. The Case Manager will complete the State Service Plan (SP) Revision and document the needs not listed in the SP.
4. The Case Manager will complete the State SLS PAR Worksheet and submit it with a description of the request to the RAC via email.
5. The RAC members will sign the RAC form or electronically consent to the addition via email and the Case Manager will be notified of the outcome by the Support Services Case Management Director.
6. The Case Manager will forward the form to the Division of Case Management Administrative Assistant for copying and distribution.
7. The original State SLS PAR Worksheet and State SLS SP Revision will be routed to the master file and uploaded into the Care and Case Management System (CCM) by the file room.
8. The Case Manager will contact Service Agencies/Providers with RAC recommendations, within **two working days** of the RAC decision.
9. The Case Manager will contact individuals/families with RAC recommendations within **two working days** of the RAC decision
10. The Case Manager will submit a State Notice form when any requested services are denied or reduced by the RAC.

Requests for decreases or conversion of existing services:

1. All decreases to plans to State SLS services will be reviewed by the Support Services Case Management Director or Lead Case Manager supervising the Case Manager.
2. The Support Services Case Management Director or Lead Case Manager will document written recommendations on the State SLS Par Worksheet and submit them to the Case Manager.
3. The Case Manager will route the RAC form to the SLS/CES Case Aide for copying and distribution.

4. The SLS/CES Case Aide will route the original form to the master file.

***The RAC, Support Services Case Management Director or Lead Case Manager will not review RAC forms without appropriate supporting documentation.**

***Services started prior to RAC or Support Services Case Management Director approval will not be paid (NO RETROACTIVE PAYMENTS).**

Unmet Needs:

1. The RAC will document all requests not approved or fully approved.
2. The RAC will review documented unmet needs.
3. The Case Manager will prepare a State SLS PAR Worksheet form when a request is approved from the unmet needs list.
4. The Support Services Case Management Director will review the RAC form and sign or electronically approve the State SLS PAR Worksheet form on behalf of the RAC.

8/03 ... 3/22; 3/23; 4/24; 5/26