



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

December 30, 2003

GENERAL LETTER NO. 14-M-1

ISSUED BY: Bureau of Long Term Care, Division of Medical Services

SUBJECT: Employees' Manual, Title 14, Chapter M, **ISIS USER GUIDE**, Title page, new;
Contents (pages 1 and 2), new; and pages 1 through 107, new.

Summary

This general letter transmits the new Chapter 14-M, **ISIS USER GUIDE**. This guide provides IM workers, case managers, and IFMC workers with information on how to navigate and use the Individualized Services Information System for facility and waiver programs.

This manual does not replace the home- and community-based waiver program policy manual. Policy information for the home- and community-based waiver programs remains in Chapters 8-N and 16-K.

Effective Date

Upon receipt.

Material Superseded

None

Additional Information

Refer questions about this general letter to your service area manager or designee.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

November 26, 2004

GENERAL LETTER NO. 14-M-2

ISSUED BY: Bureau of Long Term Care, Division of Medical Services

SUBJECT: Employees' Manual, Title 14, Chapter M, *ISIS USER GUIDE*, Contents (pages 1 and 2), revised; pages 13 through 20, 29 through 32, 55 through 58, and 78, revised; and pages 32a, 32b, and 58a through 58g, new.

Summary

This general letter transmits the revisions to Chapter 14-M, *ISIS USER GUIDE*, due to implementation of facility cases.

This manual does not replace the policy manuals for medical institutions and psychiatric institutions. Policy information for medical institutions and psychiatric institutions remains in Chapters 8-I and 8-K, respectively.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter M, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	December 30, 2003
13-20, 29-32, 55-58, 78	December 30, 2003

Additional Information

Refer questions about this general letter to your service area manager or designee.

August 14, 2020

GENERAL LETTER NO. 14-M-3

ISSUED BY: Bureau of Medical and LTSS
Iowa Medicaid Enterprise

SUBJECT: Employees' Manual, Title 14, Chapter M, **ISIS User Guide**, Title Page, revised; Contents page 1 and 2, revised; page 1 and 4, 13, 16-20, 22-24, 29-32, 32a, 32b, revised; 32c and 32d, new; 33-38, 40, 42, 44, 46, 49-53, 57 and 58, 59-77, 78, 79-107, revised.

Summary

Chapter 14-M is revised to:

- ◆ Add sections to reflect current system functionality for creating worker teams, accessing team workloads, and the ability for select worker roles to add and cancel enhanced state plan benefit programs.
- ◆ Update references to "mental retardation (MR)" changed to "Intellectual Disability (ID)" and "ill and handicapped (IH)" changed to "Health and Disability (HD)".
- ◆ Add section on role assignments and descriptions.
- ◆ Remove language and screenshot on outdated workflows and milestones.
- ◆ Update screenshots of ISIS pages throughout.

Effective Date

Effective Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter M:

<u>Page</u>	<u>Date</u>
Title Page	December 30, 2003
Contents 1, 2	November 26, 2004
1, 4,	December 30, 2003
13, 16-20	November 26, 2004
22-24	December 30, 2003
29-32, 32a, 32b,	November 26, 2004
33-38, 40, 42, 44, 46, 49-53	December 30, 2003
57, 58	November 26, 2004
59-77	December 30, 2003
78	November 26, 2004
79-107	December 30, 2003

Additional Information

Refer questions about this general letter to your area income maintenance administrator, service area manager, or designee.

February 26, 2021

GENERAL LETTER NO. 14-M-4

ISSUED BY: Bureau of Medical and LTSS
Iowa Medicaid Enterprise

SUBJECT: Employees' Manual, Title 14, Chapter M, ***IoWANS User Guide***, Title Page, Contents 1 and 2, 1, 2 and 3, 4, 5-12, 13, 14 and 15, 16-19, revised; 19a-19b, removed; 20, 21, 22-24, 25-28, 29-32, revised; 32a-32d, removed; 33-38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49-53, revised; 53a, removed; 54, 55 and 56, 57-85, revised; 86-94, removed.

Summary

Chapter 14-M is revised to:

- ◆ Update the manual to reflect renaming of the ISIS system to IoWANS.
- ◆ Update screenshots, charts, procedures, and codes.

Effective Date

Immediately.

Material Superseded

<u>Page</u>	<u>Date</u>
Title Page	August 14, 2020
Contents 1 and 2	August 14, 2020
1	August 14, 2020
2 and 3	December 30, 2003
4	August 14, 2020
5-12	December 30, 2003
13	August 14, 2020
14 and 15	November 26, 2004
16-19	August 14, 2020
19a-19b	August 14, 2020
20	August 14, 2020
21	December 30, 2003
22-24	August 14, 2020
25-28	December 30, 2003
29-32	August 14, 2020
32a-32d	August 14, 2020
33-38	August 14, 2020
39	December 30, 2003

40	August 14, 2020
41	December 30, 2003
42	August 14, 2020
43	December 30, 2003
44	August 14, 2020
45	December 30, 2003
46	August 14, 2020
47	December 30, 2003
48	December 30, 2003
49-53	August 14, 2020
53a	August 14, 2020
54	December 30, 2003
55 and 56	November 26, 2004
57-85	August 14, 2020
86-94	August 14, 2020

Additional Information

Refer questions about this general letter to your area income maintenance administrator, service area manager, or designee.