



February 4, 1997

## GENERAL LETTER NO. 8-N-1

ISSUED BY: Bureau of Program Services, Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter N, *Home- and Community-Based Waivers*, Title page, new; Contents (pages 1 and 2), new; and pages 1 through 53, new.

### Summary

The manual chapters describing each Medicaid home- and community-based services waiver have been moved to one new chapter. The general factors that affect all the waivers or most all waivers are placed first in the manual in a common format. Steps have been taken to make procedures the same in all waivers.

Policies for the brain injury (BI) waiver that is effective October 1, 1996, are included. This waiver has a cap of 50 persons. To place applicants on the application log, please contact (515) 281-8061. There is no checklist for the BI waiver. Use the steps under **Processing the BI Waiver Applications**. Print this and include it in the case file, if necessary.

Eligibility factors in the 300% group have been clarified. The client participation determination has been standardized among waivers. It is determined by subtracting 300% of the SSI standard for one person from all income of the client. Veteran's aid and attendance and other third-party payments are added in as client participation after the calculation and treated as income for client participation.

Consumers in all waivers but ill and handicap (IH) waiver may have concurrent eligibility for in-home health-related care. Children with mental retardation who meet skilled nursing level of care may be eligible for the IH waiver. Other persons with mental retardation are not eligible for the IH waiver.

The procedure is changed for informing involved parties about the eligibility changes for a client in waiver. Send a copy of the RS-1238 to inform waiver program manager in the Division of Medical Services about eligibility. Also send a copy of RS-1238 to inform IFMC office about changes in eligibility. Send the service worker or case manager the RS-1238 when changes are made to the eligibility of the waiver consumer or there is a change in client participation.

Page 13 establishes general procedures when a waiver consumer enters a hospital or nursing facility for other than respite.

Page 14 specifies the policy when a waiver consumer moves to another county.

Page 16 states that the annual review includes checking on the use of services by the client so that the determination is made that the consumer is receiving services according to the requirements for each waiver.

Page 29 and 30 explain that the elderly waiver care plan is put together by the service worker or case manager and the consumer. The IM worker is notified of the date the service worker signs the care plan. It is only then that the services may begin for the elderly waiver. The IM worker enters the date that the service worker signed the care plan on the RS-1238 and distributes the RS-1238 to appropriate offices.

Page 37 removes the MR waiver requirement for IFMC to contact the applicant's physician to authorize level of care.

Page 38 includes the procedure for securing a slot in the MR waiver for applicants of the MR waiver.

Page 43 changes the procedure for getting a consumer on the waiting list for the MR waiver.

**Effective Date**

Upon receipt.

**Material Superseded**

The interpretations listed below become obsolete with the issuance of this chapter:

<b>MEMO</b>	<b>DATE</b>	<b>TITLE</b>
MS-VII-90-1	01-05-90	Home and Community Based Services Waiver
MS-VIII-89-11	06-19-89	Home and Community Based Services Waiver
MS-VIII-87-2	08-04-87	Home and Community Based Services Waiver

**Additional Information**

If you have any questions, please contact your regional benefit payment administrator.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

March 4, 1997

**GENERAL LETTER NO. 8-N-2**

ISSUED BY: Bureau of Program Services, Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter N, *Home- and Community-Based Waivers*, pages 34, 35, and 36, revised.

**Summary**

On page 34, four counties are added to the elderly waiver: Benton, Clayton, Ida, and Jefferson.

References to sending the completed form RS-1238 to IFMC and the area agency on aging case management coordinator are eliminated on page 36. The correct distribution is included with the instructions for the form RS-1238.

**Effective Date**

April 1, 1997

**Material Superseded**

Remove pages 34, 35, and 36, from the Employees' Manual, Title 8, Chapter N, dated February 4, 1997, and destroy them.

**Additional Information**

If you have any questions, please contact your regional benefit payment administrator.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 17, 1997

### **GENERAL LETTER NO. 8-N-3**

ISSUED BY: Bureau of Program Services, Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter N, *Home- and Community-Based Waivers*, Contents (page 2), revised; pages 38 through 44, revised; and pages 38a through 38d, new.

#### **Summary**

The ill and handicapped waiver is capped at 500 persons and 500 persons have already applied or are on the waiver. Therefore, clients must generally complete two Medicaid applications for the ill and handicapped waiver. The first application allows the client's name to be placed on the ill and handicapped waiting list log. The second application allows the client to be determined eligible for waiver services.

The steps the income maintenance worker goes through to process ill and handicapped waiver applications are included in these revisions.

#### **Effective Date**

June 1, 1997

#### **Material Superseded**

Remove from Employees' Manual, Title 8, Chapter N, Contents (page 2) and pages 38 - 44, all dated February 4, 1997, and destroy them.

#### **Additional Information**

If you have any questions, please contact your regional benefit payment administrator.



DEPARTMENT OF HUMAN SERVICES

TERRY E. BRANSTAD, GOVERNOR

CHARLES M. PALMER, DIRECTOR

October 28, 1997

## **GENERAL LETTER NO. 8-N-4**

ISSUED BY: Bureau of Program Services, Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter N, *Medicaid Home- and Community-Based Waivers*, Contents (page 1), revised; pages 16 through 18, revised; and pages 16a and 16b, new.

### **Summary**

These pages revise and clarify the procedures to follow when waiver recipients:

- ◆ Enter a hospital and remain for more than 10 days.
- ◆ Enter a nursing facility or institution and remain for less than 30 days.
- ◆ Enter a nursing facility or institution and remain for more than 30 days.
- ◆ Return from the hospital, nursing facility, or institution and request waiver services.
- ◆ Move to another county.

A chart summarizing which forms to use for these and other selected case maintenance actions is added.

### **Effective Date**

October 1, 1997

### **Material Superseded**

Remove from Employees' Manual, Title 8, Chapter N, Contents (page 1), pages 16 through 18, all dated February 4, 1997, and destroy them.

### **Additional Information**

Refer questions about this general letter to your regional benefit payment administrator.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

January 6, 1998

**GENERAL LETTER NO. 8-N-5**

ISSUED BY: Bureau of Eligibility, Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter N, *Home and Community Based Waiver Services*, pages 2, 11, 13, 22, and 45, revised.

**Summary**

Pages 2, 11, 13, 22, and 45 are revised to change the references from FIP-related Medicaid coverage to FMAP in compliance with delinking the Medicaid program from FIP eligibility standards.

**Effective Date**

Upon receipt

**Material Superseded**

Remove the following pages from Employees' Manual, Title 8, Chapter N, and destroy them:

<u>Page</u>	<u>Date</u>
2, 11, 13, 22, 45	February 4, 1997

**Additional Information**

Refer questions about this general letter to your regional benefit payment administrator.



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

DEPARTMENT OF HUMAN SERVICES  
CHARLES M. PALMER, DIRECTOR

February 2, 1999

**GENERAL LETTER NO. 8-N-6**

ISSUED BY: Bureau of Health Care Purchasing and Quality Management,  
Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter N, *Home- and Community-Based Waiver Services*, page 20, revised.

**Summary**

This manual page is being revised to update the correct waiver statistical years for the HCBS ill and handicapped and MR waivers.

**Effective Date**

Upon receipt.

**Material Superseded**

Remove the following page from Employees' Manual, Title 8, Chapter N, and destroy it:

<u>Page</u>	<u>Date</u>
20	February 4, 1997

**Additional Information**

Refer questions about this general letter to your regional benefit payment administrator.



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

DEPARTMENT OF HUMAN SERVICES  
CHARLES M. PALMER, DIRECTOR

March 16, 1999

## GENERAL LETTER NO. 8-N-7

ISSUED BY: Bureau of Health Care Purchasing and Quality Management,  
Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter N, *Home- and Community-Based Waivers*, Contents (pages 1 and 2), revised; pages 1 through 8, 10, 11, 14, 16a, 16b, 17, 19, 20, 33, 34, and 53, revised; and pages 54 through 62, new.

### Summary

This general letter transmits the eligibility manual for use with the HCBS physical disability waiver. It explains the eligibility determination process for consumers on this waiver, and the responsibilities for all parties involved.

Also effective April 1, 1999, five counties will be added to the Elderly Waiver: Audubon, Henry, Shelby, Sioux, and Taylor. With this addition, all counties in the state will have the Elderly Waiver program.

### Effective Date

April 1, 1999

### Material Superseded

Remove the following pages from Employees' Manual, Title 8, Chapter N, and destroy them:

<u>Page</u>	<u>Date</u>
Contents, (page 1)	October 28, 1997
Contents, (page 2)	June 17, 1997
1	February 4, 1997
2	January 6, 1998
3-8, 10	February 4, 1997
11	January 6, 1998
14	February 4, 1997
16a, 16b, 17	October 28, 1997
19	February 4, 1997



20	February 2, 1999
33	February 4, 1997
34	March 4, 1997
53	February 4, 1997

**Additional Information**

Refer questions about this general letter to your benefit payments administrator.



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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

September 21, 1999

**GENERAL LETTER NO. 8-N-8**

ISSUED BY: Bureau of Health Care Purchasing and Quality Management,  
Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter N, *Physical Disability Waiver*, Contents  
(page 2), revised; and pages 2, 10, and 53 through 60, revised.

**Summary**

This general letter identifies the changes to the eligibility manual for use with the HCBS physical disability waiver. These revisions were the result of discussions with HCFA during the process of finalizing approval of this waiver.

The sections regarding persons at the ICF/MR level of care and the consequent county involvement have been removed, as this group is not part of this waiver's population. The waiting list methodology has been revised to reflect this change as well.

**Effective Date**

October 1, 1999

**Material Superseded**

Remove the following pages from Employees' Manual, Title 8, Chapter N, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 2)	March 16, 1999
2, 10, 53-60	March 16, 1999

**Additional Information**

Refer questions about this general letter to your regional benefit payment administrator.



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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

October 12, 1999

**GENERAL LETTER NO. 8-N-9**

ISSUED BY: Bureau of Health Care Purchasing and Quality Management, Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter N, *Home- and Community-Based Waivers*, pages 54 and 56, revised.

**Summary**

This general letter identifies two additional changes to eligibility for the HCBS physical disability waiver as the result of discussions with HCFA during the process of finalizing approval of this waiver. These were inadvertently omitted from the revisions published on September 21.

The step containing information regarding persons at the ICF/MR level of care and the consequent county involvement is removed, as this group is no longer part of this waiver's population. The maximum allowable total monthly cost of physical disability waiver services is corrected to be \$621.

**Effective Date**

October 1, 1999

**Material Superseded**

Remove from Employees' Manual, Title 8, Chapter N, pages 54 and 56, dated September 21, 1999, and destroy them.

**Additional Information**

Refer questions about this general letter to your benefit payments administrator.



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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

January 30, 2001

## GENERAL LETTER NO. 8-N-10

ISSUED BY: Bureau of Health Care Purchasing and Quality Management,  
Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter N, **HOME- AND COMMUNITY-BASED WAIVERS**, Title page, revised; Contents (pages 1 and 2) revised; pages 1 through 60, revised; and pages 61 through 66, new.

### Summary

This general letter transmits the following changes in the income maintenance eligibility manual for Medicaid HCBS waivers:

- ◆ Removal of the requirement for a 30-day stay in a medical facility as a condition of eligibility for the HCBS physical disability waiver.
- ◆ Addition of consumer-directed care as one of the minimum services for the mental retardation waiver, and a change in the requirement for monthly service to quarterly service.
- ◆ Clarification of the eligibility requirements for the elderly and ill and handicapped waivers. Consumers aged 65 or over are no longer eligible for the ill and handicapped waiver, since the elderly waiver is now statewide.
- ◆ Updated instructions on the procedures for obtaining waiver slots.
- ◆ Updated instructions for ABC system entries.
- ◆ Updated form numbers, terminology, and references.

### Effective Date

February 1, 2001

## Material Superseded

Remove the entire Chapter N from Employees' Manual, Title 8, and destroy it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	February 4, 1997
Contents (p. 1)	March 16, 1999
Contents (p. 2)	September 21, 1999
1	March 16, 1999
2	September 21, 1999
3-8	March 16, 1999
9	February 4, 1997
10	September 21, 1999
11	March 16, 1999
12	February 4, 1997
13	January 6, 1998
14	March 16, 1999
15	February 4, 1997
16	October 28, 1997
16a, 16b, 17	March 16, 1999
18	October 28, 1997
19, 20	March 16, 1999
21	February 4, 1997
22	January 6, 1998
23-32	February 4, 1997
33, 34	March 16, 1999
35, 36	March 4, 1997
37	February 4, 1997
38, 38a-38d, 39-44	June 17, 1997
45	January 6, 1998
46-52	February 4, 1997
53	September 21, 1999
54	October 12, 1999
55	September 21, 1999
56	October 12, 1999
57-60	September 21, 1999
61, 62 (inadvertently omitted from General Letter 8-N-8)	March 16, 1999

## Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

October 1, 2002

## GENERAL LETTER NO. 8-N-11

ISSUED BY: Bureau of Long Term Care

SUBJECT: Employees' Manual, Title 8, Chapter N, **HOME- AND COMMUNITY-BASED WAIVERS**, Title page, revised; Contents (pages 1 and 2), revised; Contents (page 3), new; pages 1 through 66, revised; and pages 67 through 112, new.

### Summary

This chapter is revised to:

- ◆ Add home and vehicle modification, home-delivered meals, nutritional counseling, and personal emergency response system services to the list of services available under the ill and handicapped waiver.
- ◆ Remove the eligibility requirement that people under the age of 21 can not access the ill and handicapped waiver if they are eligible for SSI. Adults age 21 and over are not able to access the waiver if they are SSI eligible.
- ◆ Allow children eligible for Medicaid under foster care and subsidized adoption to be able to access the ill and handicapped waiver.
- ◆ Allow people who access the ill and handicapped waiver to be able to access the in-home health related program as well, providing they meet the eligibility for that program.
- ◆ Add a chart to clarify eligibility for MEPD and the waivers.
- ◆ Update policy to require that elderly waiver recipients use services on a quarterly basis, instead of monthly, to remain eligible for the program.
- ◆ Delete the section that requires income maintenance workers to contact quality assurance.
- ◆ Change the procedure for requesting a slot under the mental retardation and ill and handicapped waivers based on rule changes effective May 1, 2001.
- ◆ Add procedures for income maintenance workers to process waivers through ISIS.
- ◆ Remove forms that are no longer used due to ISIS.

**Effective Date**

October 1, 2002

**Material Superseded**

Remove the following pages from Employees' Manual, Title 8, Chapter N, and destroy them:

<u>Page</u>	<u>Date</u>
Title page	January 30, 2001
Contents (pages 1 and 2)	January 30, 2001
1-66	January 30, 2001

**Additional Information**

Refer questions about this general letter to your area income maintenance supervisor 2.



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

October 29, 2002

## GENERAL LETTER NO. 8-N-12

ISSUED BY: Bureau of Long Term Care

SUBJECT: Employees' Manual, Title 8, Chapter N, *HOME- AND COMMUNITY-BASED WAIVERS*, page 77, revised.

### Summary

This chapter is revised to:

- ◆ Clarify that the consumer cannot go above the level of care cost under the ill and handicapped waiver.
- ◆ Remove the reference to granting a waiver to the cost limit, as this is no longer allowed under Iowa Administrative Code.

### Effective Date

May 1, 2002

### Material Superseded

Remove page 77, dated October 1, 2002, from the Employees' Manual, Title 8, Chapter N, and destroy it.

### Additional Information

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





# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

August 27, 2004

## GENERAL LETTER NO. 8-N-13

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

SUBJECT: Employees' Manual, Title 8, Chapter N, **HOME- AND COMMUNITY-BASED WAIVERS**, Contents (pages 1 and 2), revised; pages 5, 6, 27, 29 through 33, 37, 38, 39, 50, 54, 58, 79 through 84, 87, 93 through 101, and 106, revised.

### Summary

These changes clarify:

- ◆ That people age 21 and older are not eligible for the ill and handicapped waiver unless they are ineligible for SSI.
- ◆ That adult day care, prevocational services, transportation, and day habilitation service are available under the MR waiver.
- ◆ The determination of a start date for waiver services.
- ◆ The process for reconsideration upon denial of level of care in a continued stay review.
- ◆ The effect of deeming parental income for children receiving waiver.
- ◆ That consumers can receive waiver while living in an RCF.
- ◆ That veteran's housebound allowance is considered a third-party liability and should be added when calculating client participation.

The changes also update the manual to correct the workflow to show the changes to the process of managing slots due to changes in the ISIS system.

### Effective Date

July 1, 2004

**Material Superseded**

Remove the following pages from Employees' Manual, Title 8, Chapter N, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	October 1, 2002
5, 6, 27, 29-33, 37, 38, 39, 50, 54, 58, 79-84, 87, 93-101, 106	October 1, 2002

**Additional Information**

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

May 19, 2006

## GENERAL LETTER NO. 8-N-14

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

SUBJECT: Employees' Manual, Title 8, Chapter N, **HOME- AND COMMUNITY-BASED WAIVERS**, Title page, revised; Contents (pages 1, 2, and 3), revised; pages 1 through 112, revised; and pages 113 through 118, new.

### Summary

This chapter is revised to:

- ◆ Add information and direction throughout the chapter that addresses the Children's Mental Health Waiver implemented on October 1, 2005.
- ◆ Change the definition of "medical institution."
- ◆ Change the terminology used to reflect the creation of the Iowa Medicaid Enterprise (IME) and the contract entities included.
- ◆ Update the IME contract entities addresses and contact information.
- ◆ Delete the references to forwarding a copy of the waiver assessment tool to the Medicaid case manager or the DHS service worker.
- ◆ Add the requirement to retain page one of the waiver assessment containing the original signature on Part A, Verification of HCBS Consumer Choice, in the consumer's case file.
- ◆ Add the definition of "serious emotional disturbance" as the qualifying diagnosis for the Children's Mental Health Waiver.

### Effective Date

October 1, 2005

### **Material Superseded**

Remove the entire Chapter N from Employees' Manual, Title 8, and destroy it. This includes the following:

<u>Page</u>	<u>Date</u>
Title page	October 1, 2002
Contents (pp. 1 and 2)	August 27, 2004
Contents (p. 3)	October 1, 2002
1-4	October 1, 2002
5, 6	August 27, 2004
7-26	October 1, 2002
27	August 27, 2004
28	October 1, 2002
29-33	August 27, 2004
34-36	October 1, 2002
37-39	August 27, 2004
40-49	October 1, 2002
50	August 27, 2004
51-53	October 1, 2002
54	August 27, 2004
55-57	October 1, 2002
58	August 27, 2004
59-76	October 1, 2002
77	October 29, 2002
78	October 1, 2002
79-84	August 27, 2004
85, 86	October 1, 2002
87	August 27, 2004
88-92	October 1, 2002
93-101	August 27, 2004
102-105	October 1, 2002
106	August 27, 2004
107-112	October 1, 2002

### **Additional Information**

Refer questions about this general letter to your area income maintenance administrator.



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

June 20, 2008

## GENERAL LETTER NO. 8-N-15

ISSUED BY: Bureau of Medical Supports,  
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 8, Chapter N, **HOME- AND COMMUNITY-BASED WAIVERS**, Contents (page 2), revised; pages 8, 30, 48, 52, 88, 89, 93 through 96, and 108, revised.

### Summary

This chapter is revised to:

- ◆ Add a reference to continuous eligibility for children, which is described in Chapter 8-F.
- ◆ Remove all references to form 470-0659, *Home- and Community-Based Services Assessment or Reassessment*.
- ◆ Add references to form 470-4392, *Certification for Level of Care Home- and Community-Based Services (HCBS)*.
- ◆ Update the phone number for the Child Health Specialty Clinics central office.
- ◆ Change section name from "Limit on Number of Recipients" to "Limit on Number of Members" under "ELIGIBILITY FOR THE ILL AND HANDICAPPED WAIVER."
- ◆ Correct the web address for form 470-3939, *Request for Waiver Slot*.
- ◆ Change some references from "consumers" or "recipients" to "members."

### Effective Date

July 1, 2008

### Material Superseded

Remove from Employees' Manual, Title 8, Chapter N, Contents (page 2), pages 8, 30, 48, 52, 88, 89, 93 through 96, and 108, all dated May 19, 2006, and destroy them.

### Additional Information

Refer questions about this general letter to your area income maintenance administrator.



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
CHARLES J. KROGMEIER, DIRECTOR

January 1, 2010

## GENERAL LETTER NO. 8-N-16

ISSUED BY: Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 8, Chapter N, **HOME- AND COMMUNITY-BASED WAIVERS**, Contents (pages 1, 2, and 3), revised; and pages 1, 2, 5 through 14, 27 through 30, 34 through 46, 69, 70, 86, 87, and 94 through 110, revised; and page 46a, new.

### Summary

This chapter is revised to:

- ◆ Reflect the renaming of the HCBS mental retardation (MR) waiver to the intellectual disabilities (ID) waiver.
- ◆ Change some references from “consumer” to “member” or “applicant,” as applicable.
- ◆ Add form 470-4833, *Waiver Slot Notice*, to the waiver forms chart.
- ◆ Clarify policy on the treatment of spouses.
- ◆ Clarify policy on client participation.
- ◆ Clarify policy that children in foster care are not eligible for the children’s mental health waiver.
- ◆ Update phone number for Child Health Specialty Clinics.

### Effective Date

The name change for the ID waiver was effective July 1, 2009.

All other revisions are effect upon receipt.

**Material Superseded**

This material replaces the following pages from Employees' Manual, Title 8, Chapter N:

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 19, 2006
Contents (page 2)	June 20, 2008
Contents (page 3)	May 19, 2006
1, 2, 5-14, 27-29	May 19, 2006
30	June 20, 2008
34-46, 69, 70, 86, 87	May 19, 2006
94-96	June 20, 2008
97-107	May 19, 2006
108	June 20, 2008
109, 110	May 19, 2006

**Additional Information**

Refer questions about this general letter to your area income maintenance administrator.



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
CHARLES J. KROGMEIER, DIRECTOR

August 20, 2010

## GENERAL LETTER NO. 8-N-17

ISSUED BY: Bureau of Financial, Health, and Work Supports  
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 8, Chapter N, **HOME- AND COMMUNITY-BASED WAIVERS**, Contents (pages 1 and 2), revised; pages 34, 47, 48, and 49, revised; and pages 34a, 34b, 34c, 46b, 46c, and 46d, new.

### Summary

This chapter is revised to add policy and procedures on the 14-day grace period for application and reinstatement.

### Effective Date

March 1, 2010

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 8, Chapter N:

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	January 1, 2010
34	January 1, 2010
47	May 19, 2006
48	June 20, 2008
49	May 19, 2006

### Additional Information

Refer questions about this general letter to your area income maintenance administrator.





# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

March 2, 2012

## GENERAL LETTER NO. 8-N-18

ISSUED BY: Bureau of Financial, Health and Work Supports  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 8, Chapter N, **HOME- AND COMMUNITY-BASED WAIVERS**, Title page, revised; Contents (pages 1 and 2), revised; and pages 1 through 67, revised.

### Summary

This chapter is revised to improve customer service and create processing efficiencies by:

- ◆ Updating the Summary of Waiver Services and Waiver Forms charts.
- ◆ Correcting the name of form 470-4392 from *Certification for Level of Care Home- and Community-Based Services (HCBS)* to *Level of Care Certification for HCBS Waiver Program*.
- ◆ Combining the section on nonfinancial eligibility into a general section on Medicaid eligibility determination.
- ◆ Removing an instruction to act on a Medicaid application for a person applying for social security disability benefits when the social security application will not be processed within the Medicaid time limit. This information is covered in 8-C, which is cross-referenced.
- ◆ Rearranging wording to better clarify policies on determining the correct coverage group for a person applying for waiver who is eligible for both waiver services and State Supplementary Assistance.
- ◆ Updating the chart of Medicaid eligibility and disability requirements to include MEPD eligibility for members approved for the ill and handicapped waiver.
- ◆ Adding 8-I manual references to the section pertaining to client participation.
- ◆ Removing instructions to enter the client participation amount on a waiver case manually. The ABC system has been updated to allow automated entry of waiver cases with a Miller Trust.
- ◆ Changing the procedure on when to close a waiver case due to a hospital stay. Now when a waiver member enters a hospital the IM worker should wait 30 days before taking action on the waiver case.

- ◆ Updating the system entries needed if a waiver member enters a medical institution. The worker can choose either to close the waiver case and reopen it as a facility case or to process the change as a transfer from one institution to another.
- ◆ Clarifying the ill and handicapped waiver policy that a person must meet the eligibility requirements for SSI-related Medicaid, including eligibility under the 300% group and MEPS.
- ◆ Removing the "Consumer Enrollment Process" step action charta for the individual waivers. These charts can be accessed in 16-K, *Medicaid Waiver Services*. The normal ISIS workflows for each waiver can be accessed in ISIS.

### **Effective Date**

Upon receipt.

### **Material Superseded**

This material replaces the entire Chapter N from Employees' Manual, Title 8, which includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	May 19, 2006
Contents (pages 1 and 2)	August 20, 2010
Contents (page 3)	January 1, 2010
1, 2	January 1, 2010
3, 4	May 19, 2006
5-14	January 1, 2010
15-26	May 19, 2006
27-30	January 1, 2010
31-33	May 19, 2006
34, 34a-34c	August 20, 2010
35-46, 46a	January 1, 2010
46b-46d, 47-49	August 20, 2010
50, 51	May 19, 2006
52	June 20, 2008
53-68	May 19, 2006
69, 70	January 1, 2010
71-85	May 19, 2006
86, 87	January 1, 2010
88, 89	June 20, 2008
90-92	May 19, 2006
93	June 20, 2008
94-110	January 1, 2010
111-118	May 19, 2006

### **Additional Information**

Refer questions about this general letter to your area income maintenance administrator.



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

November 15, 2013

## GENERAL LETTER NO. 8-N-19

ISSUED BY: Bureau of Financial, Health and Work Supports  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 8, Chapter N, **HOME- AND COMMUNITY-BASED WAIVERS**, Contents (page 2), revised; and pages 1, 3 through 8, 12 through 15, 23 through 27, 30, 36 through 40, 44, 47, 50, 52, and 58 through 66, revised.

### Summary

Chapter 8-N is revised to:

- ◆ Update the legal basis and history of home- and community-based service waivers.
- ◆ Reflect the renaming of the ill and handicapped (IH) waiver to the health and disability (HD) waiver.
- ◆ Update the references for intermediate care facilities for persons with an intellectual disability (ICF/ID) and intellectual disability.
- ◆ Correct FMAP acronym description from Family Investment Program to Family Medical Assistance Program.
- ◆ Clarify that a maintenance needs allowance of 300% of the current SSI benefit for one person is to be subtracted from client participation.
- ◆ Remove the sections regarding county payment for BI and ID waiver services.
- ◆ Clarify that a child under age 18 is eligible for the Children's Mental Health waiver.
- ◆ Update the name of forms 470-0462 and 470-0462(S) from *Health and Financial Support Application* to *Financial Support Application*.

### Effective Date

The name change for intermediate care facilities for persons with an intellectual disability (ICF/ID) and intellectual disability is effective July 1, 2009.

The requirement for county governments to pay the nonfederal share of medical assistance for services under the brain injury and intellectual disability waivers is effective July 1, 2012.

The name change from ill and handicapped (IH) to health and disability (HD) is effective December 1, 2012.

All other changes are effective upon receipt.

**Material Superseded**

This material replaces the following pages from Employees' Manual, Title 8, Chapter N:

<u>Page</u>	<u>Date</u>
Contents (page 2)	March 2, 2012
1, 3-8, 12-15, 23-27, 30, 36-40, 44, 47, 50, 52, 58-67	March 2, 2012

**Additional Information**

Refer questions about this general letter to your area income maintenance administrator.



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

July 25, 2014

## GENERAL LETTER NO. 8-N-20

ISSUED BY: Bureau of Financial, Health and Work Supports  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 8, Chapter N, **HOME- AND COMMUNITY-BASED WAIVERS**, Contents (page 2), revised; and pages 4, 5, 6, 8, 12, 16, 17, 20, 26, 58, and 60 through 66, revised.

### Summary

Chapter 8-N is revised to:

- ◆ Remove the age cap on the brain injury (BI) waiver.
- ◆ Update definitions with reference to current Diagnostic and Statistical Manual of Mental Disorders (DSM) edition and remove the ICD-9 V code references to comply with the ICD-10 implementation.
- ◆ Clarify that a child under age 18 is eligible for the children's mental health (CMH) waiver.
- ◆ Update references to the application needed to apply for the home- and community-based waiver program. Use form 470-5170, *Application for Health Coverage and Help Paying Costs*, to apply.
- ◆ Add a section on Integrated Health Homes (IHHs) under the children's mental health (CMH) waiver section. The coordination of CMH waiver services has transitioned from Targeted Case Management (TCM) to IHHs.

### Effective Date

The age cap change for the brain injury (BI) waiver and transition from TCM to IHH for the children's mental health (CMH) waiver are effective July 1, 2014.

All other changes are effective upon receipt.

**Material Superseded**

This material replaces the following pages from Employees' Manual, Title 8, Chapter N:

<u>Page</u>	<u>Date</u>
Contents (page 2)	November 15, 2013
4-6, 8, 12	November 15, 2013
16, 17, 20	March 2, 2012
26, 58, 60-66	November 15, 2013

**Additional Information**

Refer questions about this general letter to your area income maintenance administrator.



# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Jerry R. Foxhoven  
Director

July 28, 2017

## GENERAL LETTER NO. 8-N-21

ISSUED BY: Bureau of Financial, Health and Work Supports  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 8, Chapter N, **HOME- AND COMMUNITY-BASED WAIVERS**, Contents (pages 1 and 2), revised; and pages 2, 5 through 8, 13, 18 through 21, 23 through 28, 30 through 34, 36 through 41, 43 through 52, and 56 through 64, revised.

### Summary

Chapter 8-N is revised to:

- ◆ Remove references to "service workers" and "FMAP-related."
- ◆ Change "SSI-related" to "non-MAGI."
- ◆ Update waiver information that has changed since implementation of the Medicaid Managed Care Organization (MCO) model.
- ◆ Remove outdated information and instructions.

### Effective Date

Immediately.

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 8, Chapter N:

<u>Page</u>	<u>Date</u>
Contents (page 1)	March 2, 2012
Contents (page 2)	July 25, 2014
2	March 2, 2012
5, 6	July 25, 2014
7	November 15, 2013
8	July 25, 2014
13	November 15, 2013
18, 19	March 2, 2012
20	July 25, 2014
21	March 2, 2012
23-25	November 15, 2013

26	July 25, 2014
27	November 15, 2013
28	March 2, 2012
30	November 15, 2013
31-34	March 2, 2012
36-40	November 15, 2013
41, 43	March 2, 2012
44	November 15, 2013
45, 46	March 2, 2012
47	November 15, 2013
48, 49	March 2, 2012
50	November 15, 2013
51	March 2, 2012
52	November 15, 2013
56, 57	March 2, 2012
58	July 25, 2014
59	November 15, 2013
60-66	July 25, 2014

**Additional Information**

Refer questions about this general letter to your area income maintenance administrator.





# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Jerry R. Foxhoven  
Director

July 20, 2018

## GENERAL LETTER NO. 8-N-22

ISSUED BY: Bureau of Financial, Health and Work Supports  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 8, Chapter N, **Home- and Community-Based Waivers**, Contents (page 2), revised; and pages 6, 61, and 62, revised.

### Summary

Chapter 8-N is revised to remove "Ineligibility for SSI" from being an eligibility factor for the Health and Disability (HD) waiver.

### Effective Date

Immediately.

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 8, Chapter N:

<u>Page</u>	<u>Date</u>
Contents (page 2)	July 28, 2017
6, 61, 62	July 28, 2017

### Additional Information

Refer questions about this general letter to your area income maintenance administrator.

May 10, 2019

**GENERAL LETTER NO. 8-N-23**

ISSUED BY: Iowa Medicaid Enterprise

SUBJECT: Employees' Manual, Title 8, Chapter N, ***Home- and Community-Based Waivers***, Title page, revised; and pages 32 and 33, revised.

**Summary**

Chapter 8-N is revised to update retroactive eligibility language to reference the change in the definition of "retroactive period" listed in 8-A, Administration.

**Effective Date**

July 1, 2018

**Material Superseded**

This material replaces the following pages from Employees' Manual, Title 8, Chapter N:

<u>Page</u>	<u>Date</u>
Title page	March 2, 2012
32, 33	July 28, 2017

**Additional Information**

Refer questions about this general letter to your area income maintenance administrator.

October 8, 2021

**GENERAL LETTER NO. 8-N-24**

ISSUED BY: Iowa Medicaid Enterprise

SUBJECT: Employees' Manual, Title 8, Chapter N, **Home- and Community-Based Waivers**, Contents Page 1, pages 2 and 5, 6, 8 and 13, 17, 18-21, 22, 23-25, 27, 29, 39, 45-49, 51 and 52, 53, and 59 revised.

**Summary**

Chapter 8-N is revised to:

- ◆ Replace references to 'Individualized Services Information System' and 'ISIS' to 'Institutional and Waiver Authorization and Narrative System' and 'IoWANS'
- ◆ Update program names

**Effective Date**

January 21, 2021

**Material Superseded**

Remove the following pages from Employees' Manual, Title 8, Chapter N, and destroy them:

<u>Page</u>	<u>Date</u>
Contents Page 1	July 28, 2017
2 and 5	July 28, 2017
6	July 20, 2018
8 and 13	July 28, 2017
17	July 25, 2014
18-21	July 28, 2017
22	March 2, 2012
23-25, 27	July 28, 2017
29	March 2, 2012
39, 45-49, 51 and 52	July 28, 2017
53	March 2, 2012
59	July 28, 2017

**Additional Information**

Refer questions about this general letter to your area income maintenance administrator.

January 19, 2024

**GENERAL LETTER NO. 8-N-25**

ISSUED BY: Division of Community Access

SUBJECT: Employees' Manual, Title 8, Chapter N, **Home- and Community-Based Waivers**, Title Page, Contents 1, Contents 2, 1, 2, 3, 4, 5 and 6, 7, 8, 9, 10 and 11, 12, 13, 14 and 15, 16, 17-25, 26, 27, 28, 29, 30 and 31, 32 and 33, 34, 35, 36-38, 39, 40 and 41, 42, 43 and 44, 45, revised; 45-49, 50, 51-53, 54 and 55, 56-58, 59, 60, 61 and 62, 63 and 64, removed.

**Summary**

This chapter is revised to:

- Provide instructions to IM workers of where to send form 470-5795, *Waiver Priority Need Assessment (WPNA)*, when it is received in the local office.
- Remove the note that children in a foster care placement are not eligible for the CMH Waiver. Effective immediately, children in Foster Care residing in a foster family home are considered as residing in the family home and may apply for the CMH Waiver.
- Update style and formatting throughout.

**Effective Date**

Immediately.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 8, Chapter N, and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	May 10, 2019
Contents 1	October 8, 2021
Contents 2	July 20, 2018
1	November 15, 2013
2	October 8, 2021
3	November 15, 2013
4	July 25, 2014
5 and 6	October 8, 2021
7	July 28, 2017
8	October 8, 2021
9	March 2, 2012
10 and 11	March 2, 2012
12	July 25, 2014
13	October 8, 2021
14 and 15	November 15, 2013
16	July 25, 2014
17-25	October 8, 2021
26	July 28, 2017
27	October 8, 2021
28	July 28, 2017
29	October 8, 2021
30 and 31	July 28, 2017
32 and 33	May 10, 2019

34	July 28, 2017
35	March 2, 2012
36-38	July 28, 2017
39	October 8, 2021
40 and 41	July 28, 2017
42	March 2, 2012
43 and 44	July 28, 2017
45	October 8, 2021
45-49	October 8, 2021
50	July 28, 2017
51-53	October 8, 2021
54 and 55	March 2, 2012
56-58	July 28, 2017
59	October 8, 2021
60	July 28, 2017
61 and 62	July 20, 2018
63 and 64	July 28, 2017

**Additional Information**

Refer questions about this general letter to your area income maintenance administrator.