



DIVISION OF DEVELOPMENTAL DISABILITIES

Hillsview Plaza, 3800 East Highway 34
c/o 500 East Capitol Avenue
Pierre, South Dakota 57501-5070
Phone: (605) 773-3438 | TTY: (605) 773-6412
FAX: (605) 773-7562
Website: dhs.sd.gov

2018 CHOICES Waiver Renewal

The Centers for Medicare and Medicaid Services (CMS) require that all Medicaid Home and Community Based waivers be renewed every five years. The CHOICES waiver was set to expire on May 31, 2018. Significant changes to the waiver are required to go through a public input process. The public input period for the CHOICES waiver renewal ran from January 08, 2018 to February 07, 2018. Comments were submitted via phone, mail or email to the Division of Developmental Disabilities at the address and phone number listed above.

Below is an outline of the revisions to each appendix within the CHOICES waiver. The completed waiver renewal was submitted to CMS on March 01, 2018 and was approved by CMS on May 23, 2018 with a planned implementation date of June 01, 2018.

Below is a summary of the changes made to the CHOICES waiver program.

Appendix A

In 2017 the DDD re-defined the role of key positions within the division to further enhance existing quality assurance processes. The DDD created the Office of Waiver Management (OWM) and added a Quality Assurance Manager position. The OWM consists of a Waiver Administrator and two Qualified Intellectual Disability Professionals (QIDP). The OWM will provide oversight for all participant level of cares, waiver amendments, renewals, and other waiver related functions as needed. The Quality Assurance Manager will work within the SMART system, the Critical Incident Report system, and other existing quality assurance systems to analyze data, identify trends, and generate reports to assist Program Specialists in identifying opportunities for technical assistance to their assigned providers. This change will require multiple language changes to account for the Office of Waiver Management and the Quality Assurance Manager position.

The Department of Social Services and Department of Human Services updated the Memorandum of Understanding (MOU) between the two departments to more accurately reflect roles and responsibilities of the two departments.

Non-Discrimination

The Department of Human Services does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of actual or perceived race, color, religion, national origin, sex, age, gender identity, sexual orientation or disability in admission or access to, or treatment or employment in its programs, activities, or services. For more information about this policy or to file a Discrimination Complaint you may contact: Discrimination Coordinator, Legal Services, 3800 E. Hwy 34, c/o 500 E Capitol Ave., Pierre SD 57501. Phone: 605.773.5990. Email: dhsinfo@state.sd.us.

Appendix B

Appendix B will be updated to reflect changes in the Inventory for Client and Agency Planning (ICAP) process. The ICAP serves as an initial eligibility document for entrance to the waiver. Currently the ICAP is required to be reassessed on an annual basis. Moving forward the ICAP will be reassessed every three years or on an as-needed basis.

Appendix B will also be updated to reflect more accurate “unduplicated” participant projections from June 01, 2018 to May 31, 2022.

The performance measure outlining Level of Care determinations that were made correctly will be removed as it is already addressed within Appendix A performance measures.

Appendix C

Appendix C houses waiver service definitions and will require the following revisions:

Case Management: The Case management definition will be revised to include Transition Case Management. Transition Case Management allows a case manager to bill for the provision of case management services prior to the participant’s entrance into the CHOICES waiver. This process assists with transitioning identified participants from institutional settings into home and community based settings.

Prevocational Services – This service provides participants with workforce training in order to prepare them for integrated competitive employment in the community. Prevocational services will be renamed to Career Exploration. Per Federal mandates this service will be time limited. A participant may receive 18 months of Career Exploration services. The participant’s team may request two additional 3 month extensions.

Residential Habilitation – This service provides residential assistance to participants. Shared Living will be added to the Residential habilitation service definition. Shared Living affords participants the option to choose to live and receive day services within a family home.

Supported Employment – Supported Employment services provide on the job supports to participants working in an integrated community setting. Group Supported Employment will be added to the Supported Employment definition. Group Supported Employment refers to groups of participants (2-8) that work together in an integrated community setting with support from a staff member.

Appendix D

Appendix D will also be updated to reflect changes in the Inventory for Client and Agency Planning (ICAP) process. The ICAP serves as an initial eligibility document for entrance to the waiver. Currently the ICAP is required to be reassessed on an annual basis. Moving forward the ICAP will be reassessed every three years or on an as-needed basis.

Additional changes to Appendix D include language changes to account for the addition of the Office of Waiver Management and the new Quality Assurance Manager position.

Appendix F

Appendix F will be revised to reflect a change in the Fair Hearings process and language revisions to reflect references to Adult Services and Aging, which is now known as Long Term Services and Supports.

Appendix G

Appendix G outlines how the Division of Developmental Disabilities addresses participant safety and welfare. This appendix will be updated to reflect language changes regarding the addition of the Office of Waiver Management and the new Quality Assurance Manager position. Additionally the appendix will be updated to reflect the Quality Assurance Manager's role in analyzing Critical Incident Report data.

Appendix H

Appendix H addresses the waiver's Quality Improvement strategy. This appendix will be updated to redefine the role of core stakeholders groups and their relationship to the DD Advisory Group.

Appendix I

Appendix I is the waiver's financial accountability section. This appendix will be updated to more accurately reflect how the rate structure applies to service cost projections in Appendix J.

Appendix J

Appendix J illustrates cost projections for the life of the waiver (5 years). This appendix will be readjusted to more accurately project service costs, participant numbers, and average annual usage of services.

For any additional information regarding the updates made to the CHOICES waiver program, please contact the Division of Developmental Disabilities at the contact information above.