

# Children's HCBS Tab Overview

## HCBS WORKFLOW PERIODS

On the Children's HCBS Home screen - you will see HCBS Workflows are broken up into 3 periods. In Process, Current, and Past. "In Process" HCBS periods reference any workflow that is in the process of collecting the information to submit for a LOC. This period can happen in conjunction with a "Current" HCBS Period, which encompasses any workflow where an LOC has been submitted and the member is eligible. "Past" HCBS periods are just that, any periods that have expired, disenrolled, or denied.

**Children's HCBS** Start a New Workflow

Agencies: CCF HH > SKIP of NY

LOC DATE: No LOC reported from MAPP

**HCBS Workflows**

**In Process**

Confirmed Interest On	Population Type	Status	View Workflow
3/20/2024	SED	LOC In-Process	View

**Current Period**

Confirmed Interest On	Population Type	Status	View Workflow
3/13/2024	SED	Actively Receiving Services	View

**Past HCBS Periods**

Confirmed Interest On	Population Type	Status	View Workflow
3/20/2024	SED	Denied	View

## HCBS WORKFLOW STATUSES

Within these periods, there are related statuses to help track on a more granular level. At this point, users are in control of adjusting these statuses. By adjusting these statuses, the workflow will automatically adjust what HCBS Period is in in (see text in green to see which Period each status relates to).

- LOC In-Process — In Process
- LOC Complete/Waiting for Services — Current
- Actively Receiving Services — Current
- Denied — Past
- Expired — Past
- Disenrolled — Past

## LOC DATE

Last but not least, as a part of this initial version, you will now be able to see the most recent LOC date for a patient.

**Children's HCBS**

Agencies: NWHH > Northwell Health

LOC DATE: 5/10/2023

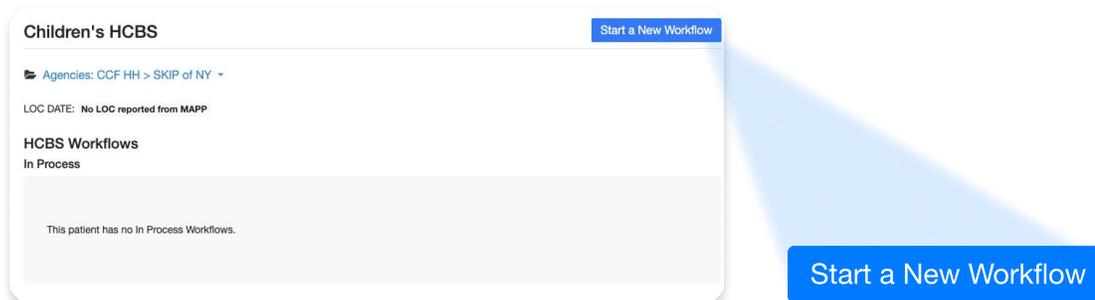
**HCBS Workflows**

- LOC DATE: 5/10/2023 Expiring in <60 Days
- LOC DATE: 1/5/2024 Current LOC
- LOC DATE: 1/24/2023 Expired LOC
- LOC DATE: No LOC reported from MAPP No LOC reported



## STARTING A WORKFLOW

When you are ready to start collecting documentation for a new workflow - you can click on the “Start a New Workflow” button to get started.

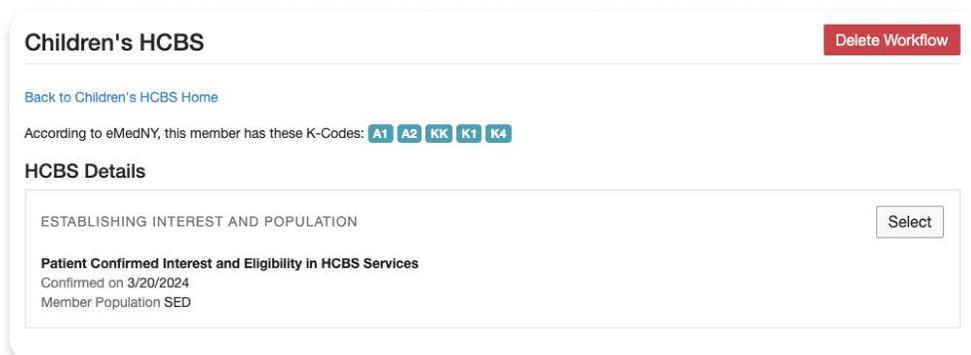


## ESTABLISHING INTEREST AND POPULATION

Any new workflow starts with this step where you are able to select dates relating to interest as well as what population type they are in.

## WORKFLOW HOME

You will be brought to the workflow for that specific period. This is where we are currently working on building out the rest of the documentation steps and when complete, you will be able to upload all relevant documentation for the patient. On this screen, you are also able to see K-codes if applicable as well as the ability to delete a workflow if necessary. The link “Back to HCBS Home” will bring you back to the initial screen.





## Uploading Documents

The rest of the workflow will take you through individual steps in the process where it guides you which forms to upload and when. You always have the ability to upload an “Other” form if you have one that doesn’t fit in the current selections. Within each section, you will have the ability to link an existing form that you have uploaded in the Documents Tab (within the HCBS category) or upload a new form. When adding a new form, you will see a selection of forms relating to the category.

type

Please select a value... | v

- Documentation of Foster Care (FC Population)
- DOH-5139 - Disability Questionnaire (MF Population)
- DOH-5144 - Disability Review Team Certificate (MF Population)
- DOH-5151 - Childhood Medical Disability Report (MF Population)
- DOH-5152 - Questionnaire of School Performance (MF Population)
- DOH-5153 - Description of Child's Activities (MF Population)
- DOH-5173 - Authorization for Release of Health Information Pursuant to HIPAA

## Other Features

You will also be able to see Care Team Members that are chosen as HCBS Providers within this tab, as well as the ability to access the current Care Plan from within the workflow. Lastly, if a member needs to be disenrolled from HCBS, you are able to collection all of the important documentation and information on the disenroll step at the very bottom.

CARE TEAM REFERRAL DETAILS

*No care team members have been added yet*

CARE PLAN

**Active Care Plan**

Start date 1/17/2023

Reporting status Needs signature

DIENROLL FROM HCBS

*Document the member's disenrollment from HCBS and/or Health Homes*