OPERATIONAL MEMO

TITLE:	INTERMEDIATE CARE FACILITIES FOR INDIVIDUALS WITH INTELLECTUAL DISABILITIES (ICF-IID) ADMISSION REVIEW PROCESS GUIDANCE
SUPERSEDES NUMBER:	N/A
EFFECTIVE DATE:	NOVEMBER 1, 2019
DIVISION AND OFFICE:	OFFICE OF COMMUNITY LIVING, BENEFITS AND SERVICES DIVISION
PROGRAM AREA:	SUPPORTIVE LONG-TERM CARE PROGRAMS UNIT
KEY WORDS:	ICF-IID, COMMUNITY CENTERED BOARD, CCB, ADMISSION REVIEW, CASE MANAGEMENT AGENCY
OPERATIONAL MEMO NUMBER: HCPF OM 19-051 ISSUE DATE: NOVEMBER 6, 2019 APPROVED BY: COLIN LAUGHLIN	

Purpose and Audience:

The purpose of this Operational Memo is to issue guidance from the Department of Health Care Policy & Financing (the Department) regarding requests by Community Centered Boards (CCB) for admission of individuals into Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF-IID).

Issue:

Although current CCB contracts detail the admission review process for individuals seeking placement within long-term care facilities, there has not been a mechanism in place to alert the State Utilization Review Contractor (SURC) regarding consideration for admission to an ICF-IID. This information is necessary to trigger the State Utilization Review Contractor (SURC) to verify compliance with 42 CFR 456.360(a), 456.370, and 456.380 to ensure proper placement. It is imperative that the Department, through the contracted SURC, receive notification of the acceptance by an ICF-IID provider or a planned admission to an ICF-IID to initiate the regulatory utilization management process.

Admission Review Process:

Effective **November 1, 2019** and thereafter, CCB case managers shall complete the following when initial referral for ICF-IID admission is appropriate:

1. Enter a log note in the Department prescribed system that clearly summarizes the change in circumstances that the member is experiencing that puts them at greater risk for institutionalization. Include information about how all reasonable placement alternatives have been exhausted, what each of those alternative placements are and why they are not appropriate to meet the individual's level of care needs at this time.

2. Conduct an Initial Level of Care Evaluation & Determination due to change in level of care indicating need for ICF-IID services.

3. Enter the new Level of Care Evaluation & Determination in the Department prescribed system indicating ICF-IID for services needed.

4. Gather all documents required on the ICF-IID admission checklist (attached), if any of the documents are outdated, update prior to sending to ICF-IID provider(s).

5. Send admission packet to ICF-IID provider(s) indicating the need for placement and explaining the specific needs of the individual.

6. Once an ICF-IID provider has confirmed with the CCB case manager they have the ability and availability to provide the necessary services to the individual, the case manager will send all required documents to the SURC for their utilization management process. Contact information for the SURC is located within the ICF-IID Admission Checklist.

7. The SURC will notify the CCB case manager of its determination within five (5) business days after receipt of all required documents.

8. The CCB case manager will notify the ICF-IID provider of the determination and proceed with admission planning if the SURC has determined the individual meets all necessary criteria for admission to ICF-IID.

9. The CCB case manager will continue community outreach and seek alternative service provisions if the SURC has determined the individual does not meet all necessary criteria for admission to ICF-IID.

10. The CCB case manager shall inform the individual (or their designated representative) of a denial of placement by the SURC. This decision may be appealed in accordance with the appeals process at 10 CCR 2505-10 8.057.

Attachment(s):

Admission Packet Checklist

Department Contact:

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