

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health Care Finance

Office of the Senior Deputy Director



Transmittal #15-33

TO: EPD Waiver Providers and Case Managers

FROM: Claudia Schlosberg, JD 
State Medicaid Director/Senior Deputy Director

DATE: September 18, 2015

SUBJECT: Supporting Community Re-Integration and Continuity of Care

This transmittal is to notify Elderly and Persons with Disabilities (EPD) waiver providers, case managers, hospitals and nursing facilities that effective October 1, 2015, individuals enrolled in the EPD waiver who have been admitted to a hospital or long term care facility will be able to remain enrolled in the EPD Waiver for a period of up to 120 days. DHCF is instituting this policy to promote continuity of care and community re-integration for an EPD Waiver beneficiary who may require hospitalization or admission to an institutional setting due to a medical condition.

DHCF has given policy guidance to the Economic Security Administration to keep the EPD program code active for 120 days following admission to a hospital or nursing facility in order to avoid discharge from the EPD Waiver Program. Effective October 1, 2015, case managers, (via CaseNET), will be able to place EPD waiver beneficiaries who have been hospitalized or admitted to a nursing facility in an “on-hold” status for up to 120 days.

DHCF’s expectation for case managers are as follows:

- Complete an on-hold form (located in CaseNET on the recipient case tree within the case folder, under Other Forms, under On Hold) detailing the reason and upload into CaseNET under the On-Hold tab;
- Notify DHCF within one business day of being placed on-hold via the On-Hold work queue
- Include the list in each provider’s monthly report to DHCF and track the on-hold status for each beneficiary;
- Remain engaged with the beneficiary throughout the period of institutionalization;
- Participate in discharge planning, when appropriate;

- Amend the Individual Service Plan (ISP) and coordinate services for the beneficiary upon discharge from the hospital;
- Work to transition the beneficiary back to EPD Waiver after being on-hold up to 120 days; and
- Inform DHCF of beneficiary's discharge date and update notes in Casenet.

DHCF's expectation for Long Term Care Administration staff is as follows:

- Provide the on-hold information to ESA within one business day of being notified by provider and include this information in the weekly transmittal to ESA; and
- Track the beneficiary's on-hold status for 120 days and/or until the person is transitioned.

If a beneficiary's on-hold status is expected to last more than 120 days, the beneficiary must be discharged from the EPD waiver, but only after the assigned EPD waiver provider case manager has provided the beneficiary with a 30 day Notice of Termination using a DHCF approved template. The notice must inform the beneficiary of his/her right to request a Fair Hearing within 90 days of the date of the notice. Services must continue pending the outcome of the hearing if the request for Fair Hearing is filed within 30 days of the notice.

If you have any questions, please contact Mary Devasia, Acting Director, Long Term Care Administration, 202-442-5931, Mary.Devasia2@dc.gov.