



# Waiver Management System (WaMS) Train-the-Trainer Sessions On the New Service Authorization System

June 10, 2016

A new **Waiver Management System (WaMS)** is being developed by a contractor of the Department of Behavioral Health and Developmental Services (DBHDS), FEi Systems, a national company from Columbia, Maryland. Included in the redesign work is the development of a web hosted waiver management system to replace IDOLS for entering Intellectual Disability and Day Support Waiver service authorizations as well as KePRO for Developmental Disabilities Waiver service authorizations. FEi Systems is customizing the new WaMS to allow a single process for service authorizations for all three waivers supporting individuals with DD.

**WaMS classroom training will occur the week of June 20<sup>th</sup>.** Training will be provided for DBHDS, CSBs/DD CMs and Providers. Attendance is required to ensure a smooth transition for staff and individuals. The training focuses specifically on the WaMS system recognizing policies remain the same following the July 1 implementation date of the three new waivers. Training sessions will be held at DBHDS, in the Jefferson Building, 1220 Bank Street, 13<sup>th</sup> floor board room, Richmond 23218. **Attendees must bring their laptops to class for use in practice exercises.** The interactive training is a comprehensive introduction to the WaMS system and job required functionality.

## Learning Objectives (all audiences):

Upon completion of the training, users are able to:

- Explain WaMS system processes for their job role
- Accurately and efficiently use or identify actions to be completed in the WaMS system
- Explain where supporting documentation can be located

## Community Services Board

One (1) Support Coordinator Administrator from each CSB will attend a one-day classroom train-the-trainer training session. This will provide the skills and knowledge to train CMs. Additional details will be provided in training. Two (2) sessions will be offered and the attendees must pre-register by sending an email to [Beverly.rollins@dbhds.virginia.gov](mailto:Beverly.rollins@dbhds.virginia.gov) by June 17<sup>th</sup> with the training attendee's name, CSB, email address for return receipt and include **WaMS Training** in the subject line. Please note the seats will be filled on a first come first served basis.

- June 23 – 9:00am – 5:00pm                      20 participants
- June 24 – 9:00am – 5:00pm                      20 participants

## DD Case Management

One (1) representative from each of the 45 DD Case Management agency will attend a one-day classroom training session. The attendee must pre-register by sending an email to [Beverly.rollins@dbhds.virginia.gov](mailto:Beverly.rollins@dbhds.virginia.gov) by June 17<sup>th</sup> with name, agency name, and email address for return receipt and include **WaMS DD CM Training** in the subject line of the email. Below are the dates and times with the number of seats available, which will be filled on a first come first served basis each day.

- June 22 – 9:00am – 5:00pm                      35 participants
- June 23 – 9:00am – 5:00pm                      5 participants
- June 24 – 9:00am – 5:00pm                      5 participants

**Private Providers** will have access to a recorded webinar. The recorded training webinar customized for private providers will be available on **Monday, June 27<sup>th</sup>, 2016** on-line at <http://www.dbhds.virginia.gov/professionals-and-service-providers/developmental-disability-services-for-providers/my-life-my-community-waiver-redesign>