

Documentation Required to Place an Individual on the MR Waiver Statewide Waiting List

The individual must:

- be MR Waiver eligible
- have chosen community services over institutional care
- need services immediately or no longer than 30 days from now

To accurately place the individual on the Statewide Waiting List, we require:

1. Enrollment Request form (Revised 6/2007)

The form must be filled out completely. The form must show that the individual is eligible to receive services, so the following items are critical:

- Completion of the **Date Service First Needed**
- Date and results of the Level of Functioning Survey,
- Confirmation of diagnostic eligibility in the form of the date of the most recent psychological/developmental evaluation, along with affirmation that all required elements are present in the individual's records,
- MR Director's (or designee's) signature.

Additional data kept on the Statewide Waiting List includes identifying information at the top of the form: name, Medicaid number (if currently receiving Medicaid), Social Security Number, and date of birth.

2. Documentation of Recipient Choice Between Institutional Care or Home and Community-Based Services (6/2005)

The form must be filled out completely (blocks checked/information recorded). Additionally, the form must indicate that the individual has chosen community services (by checkmark on this option) and must include either the individual's or guardian's signature, as well as the case manager's signature and signature dates.

3. Waiting List Change Fax Cover (6/2007)

If the individual meets the urgent need status, an indication of *which* urgent criteria are met is required on this form.

When an individual's Urgent or Non-urgent status on the Waiting List is being changed, **only** the completed Waiting List Change Fax Cover should be sent. Essential information includes the effective date of the change, the reason for the change and which criteria are met if urgent.

**To be eligible for placement on the Statewide Waiting List, individuals must actually be in need of Waiver services immediately or no longer than 30 days from the date of this request. Individuals who do not require services within the next 30 days, should have their names placed on the CSB Planning List, until such time as services are needed within 30 days. Once an individual is placed on the Statewide Waiting List, the Date Service First Needed will never change.*