

Waiver Slot Assignment Committee (WSAC) Operations

1. When new slots are available for assignment or existing slots are available for reassignment, the CSB will contact the Regional Support Specialist (RSS) to verify the number of slots available and individuals required for review by the WSAC.
2. The CSB will inform the WSAC facilitator that a WSAC meeting is needed and provide the number of individuals to be reviewed.
 - The SC/CM will complete the Slot Assignment Review form for each person in the review pool.
 - The form must not include any PHI.
 - Until the form is available in WaMS, an identifying number (not PHI) will be assigned to each individual by the CSB to preserve confidentiality and allow the CSB to identify the person associated with Slot Assignment Review forms.
3. The WSAC facilitator (in consultation with the RSS initially and then with WSAC members) will promptly respond with available meetings dates that allow for the minimum number of members required for a quorum. Initially, the review schedule will allow for ½ hour per person for discussion, questions and scoring of the Slot Assignment Scoring Summary-Step 2. As the process becomes more familiar, it is expected the time for each review may be reduced.
 - When a WSAC has more than the minimum 3 members, the first 3-5 members that respond (this includes the WSAC facilitator) will constitute the WSAC for that review pool.
 - If a WSAC member knows, or suspects they know, someone being considered for a waiver slot, they will report this to the facilitator immediately and may not participate in any part of the WSAC review process for the entire assignment/reassignment of that/those slot(s).
 - The WSAC facilitator will verify the meeting date(s) and start and end times with those members attending that particular meeting of the WSAC.
 - Members selected for participation in the meeting must be available and present every day for that meeting period. (I.e. the same group reviews all of the persons on the review roster for those slots, regardless of number of days required.)
 - The WSAC facilitator is charged with overseeing equitable attendance among all WSAC members over the long term.
4. The CSB will arrange for room availability and conference call capability for the meeting dates and convey this information to the RSS and WSAC facilitator.
5. The CSB is charged with providing Slot Assignment Review forms (free of PHI) to the WSAC facilitator at least 8 business days in advance of the WSAC meeting review by members.
 - WSAC members will come to meetings having thoroughly reviewed the Slot Assignment Review forms and with their questions prepared.
 - No formal presentation will be scheduled.

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- A CSB representative (SC, SC Supervisor, designee) will be available at the WSAC meeting to provide information as requested by WSAC. It is anticipated that the review form will provide the majority of information required for a decision.
 - If questions cannot be answered by the CSB representative during the review of the individual's situation, members will rank the individual based on the information that is available at that time.
6. In advance of the meeting, the CSB will complete a WSAC Review Schedule (without PHI) using the unique identifier to schedule reviews for each individual in the review pool. A copy of the WSAC Review schedule will be made available to the RSS and facilitator at the start of the meeting.
 - In addition, the RSS only will be provided with a "key" linking the "identifier" with the name of the individual.
 - Depending upon the needs of the WSAC, a maximum of 5 hard copies of the Slot Assignment Review will be provided to the WSAC facilitator at the start of the WSAC.
 7. Immediately after the review of each individual situation, and prior to discussion by the WSAC, CSB/BHA employees will be excused while discussion and scoring are completed. WSAC members will rank each individual using the Slot Assignment Scoring Summary-Step 2 form.
 8. After all individual Slot Assignment Review forms have been discussed and scored; each individual's total score will be tabulated and divided by the number of voting members for an average ranking.
 9. When an average score has been calculated for each "identifier," the rankings will be posted to the WSAC Review Schedule. Should there be a tie, WSAC members will re-review and discuss the Support Coordinators' summaries for those individuals and rescore until one individual emerges with a higher score.
 10. After the meeting, the RSS will verify and make available to the CSB, the rankings of all individuals reviewed by the WSAC, as well as those whose ranking "recommends" them for assignment of a slot. *It is incumbent that this information not be shared with individuals or their families until the individual has been placed in projected enrollment status in a specific waiver type in WaMS.*
 11. All materials and documentation from the meeting will be turned over to a designated CSB representative by the WSAC. No materials may be retained.
 12. The RSS will ensure all required information for projected slot enrollment is available in WaMS for those recommended to receive a slot. Within 2 business days of the WASC meeting, the RSS will initiate assignment to projected status for the designated waiver type in WaMS.