



NOTICE OF INSTRUCTION

DATE: January 4, 2007

NOI#: 010407-CMS-MW-Rev 02 (jc)

TO: All Case Management Agencies/PSA 6

FROM: Joan Cecil, Medicaid Waiver Specialist

RE: Revised CMS/SMES Authorization Procedure

*This Notice of Instruction # 010407-CMS-MW-Rev 02 (jc) supersedes
NOI: # 062306-CMS-MW-Rev.01 dated, June 23, 2006.*

The purpose of this Notice of Instruction is to revise the CMS/SMES authorization procedure effective immediately.

As of January 4, 2007 case managers are no longer required to consult with a medical professional before authorizing Consumable Medical Supplies (CMS) for their clients. In addition, the completion and submission of the Request for Documentation Form # WCFMW21 is no longer required.

SPECIALIZED MEDICAL EQUIPMENT SUPPLIES (SMES)

The ADA Medicaid Waiver continues to require SMES services to be authorized by the Case Manager in consultation with a medical professional. Before authorizing SMES, case managers will complete the following process:

1. Complete the SMES Request Documentation Form (Form # WCFMW 021R1, attached), describing the reason for the SMES, whether or not a generic will sufficiently fill the need, and the quantities and cost of the SMES.
2. Document that all avenues of coverage, including donations, Medicare and state plans, have been explored and exhausted.
3. Consult with a medical professional prior to authorizing the purchase of SMES with ADA funding.

By completing the form, the case manager is certifying that they have consulted with a medical professional; verified the item is not available through any other

source and 3 price quotes (if available) were obtained. The completed form and the SMES' warranty information must be filed in the client's case file.

When conducting file reviews, the Medicaid Waiver Specialists will review the documentation to insure the above process was followed and a completed Form # WCFMW021R1 is in the file for consumers who receive SMES through ADA funding.

For service description and delivery standards, please refer to either the ADA Handbook for Medicaid Waiver funded CMS or the DOEA Home and Community Based Services Manual for General Revenue funded CMS.

If you have any questions, please call Joan Cecil at 813-740-3888, extension 264 or send an email to cecilj@elderaffairs.org

Attachment: ADA SMES Request Documentation (Form # WCFMW021R1)