

Theoretical Aging Waiver Timeline

1. Make Referral to Maximus- Maximus will keep the application open for 90 days pending receipt of the LCD/PC (Level of Care Determination/ Physician's Certificate).

Practice Tip: Wait to make the referral until the day after you file the MA application and include with referral the LCD/PC.

2. Maximus is to initiate request for the LCD/PC within 2 business days of receipt of the application.

Problem: Maximus sends the requests to the wrong county, 2 day period is not followed, Doctor fails to complete PC.

Practice Tip: Attorney should request and obtain LCD/PC prior to making referral

3. AAA has 15 days to complete the LCD from the date of the request. Once completed, AAA sends an alert to Maximus to retrieve LCD.

Practice Tip: After you make referral to Maximus, ask AAA to send alert to Maximus that LCD is completed and then Maximus can retrieve it from the system. Do not wait for Maximus to do something. Be proactive at every step.

4. After receipt of PC/LCD, Maximus is supposed to schedule and have the in home visit within 14 days of the receipt of the PC/LCD. The applicant selects top three choices to act as the Service Coordination Entity (SCE). If the person is determined functionally eligible, the Form 1768 should be issued to the CAO within 2 business days.

Problem: Form 1768 is completed incorrectly.

Practice Tip: Ask CAO for copy of Form 1768 to review.

5. The CAO has 30 days to review the MA application and can provide up to 45 days if the applicant needs more time to submit required documents. If the application is closed because the Form 1768 was not received, the CAO may reconsider the same application for up to 60 days from the date of closure.

Practice Tip: File the MA application the day before you make the referral and copy Maximus with just the application, no attachments. Call Maximus 3 days after faxing application and obtain case number (not application number) and confirm receipt.

6. After approval, Maximus is supposed to notify the SCE (service coordination entity) by email within 5 business days and the SCE has 3 business days to accept the case. Maximus will move to the next choice if the SCE has not responded within the 3 business days.

7. After accepting the case, the SCE should receive a "packet" from Maximus within 5 business days, however if they do not, SCE should contact the OLTL Participant Hotline (Office of Long Term Living) who will follow up with Maximus to expedite.

8. SCE has 2 days to call the consumer after packet is received and is to meet with the consumer within 14 days, develop the Individual Service Plan (ISP) and submit it to the Office of Long Term Living within the same 14 days.

9. Office of Long Term Living has no specified number of days to approve the ISP but they try to stay within 3 days for initial plans and 10 days for revisions. They notify SCE of approval.

Practice Tip: Follow up with SCE if plan is not approved in 5 days.

10. Once plan is approved, the SCE can set up services. If the consumer is using their own private hires they must go through PPL (Public Partnership LLC) which has 30 days to approve employees. PPL can be just as challenging as Maximus.

Practice Tip: It takes less time to use employees from an agency. If consumer insists on using private hires, try to do a combination of agency and private hires.

Practice tips:

1. Keep a log of all interactions with Maximus.

2. Issues at any step along the way should be brought to the attention of Jeanne Parisi at DHS. Jeparisi@pa.gov. She is very helpful. They cannot fix things if they do not know about them.

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