

**Protocol for the Request for Additional Services on the Home and Community
Based Waiver Program
9/23/2009**

Purpose- The following process will be utilized when a request for additional funding exceeds 10% of the existing individual's allocation or exceeds \$10,000 on the Home and Community Based Waiver Program (Section 21):

- 1. The Provider will submit to the case manager the following items:**
 - a. The addendum to the PCP identifying the need for the additional services.**
 - b. Part B of the Home Frequency Tool for the individual along with any pertinent documentation.**
 - c. A staffing pattern.**
 - d. If there is a request that is for more than one individual in the home the provider will do separate requests.**

- 2. The case manager will review with their Supervisor and if there is agreement to the need for additional support will submit the packet with an Authorization Request Form signed by them to the Team Leader.**

- 3. The Team Leader will review. Team Leaders will request assistance when necessary with peers of Program Manager. It will be a quarterly discussion at management meeting regarding approvals and trends.**

- 4. Approval will be given by the Team Leader in writing. If the request is denied a letter will be provided to the consumer outlining the reason and their rights under MaineCare for appeal.**

- 5. If the request is below 10% of the existing individual's allocation the case manager will review and if he/she approves will submit the packet with a signed Authorization Request Form to the Resource Coordinator and the Regional Office Protocol for approval will be followed.**