

Notification of Admission, Status Change, or Decertification/Discharge for HCBS Waiver (e148-W) Instructions

The e148-W is used by Support Coordination Agencies (SCAs) to notify Medicaid, the Data Management Contractor (DMC) and/or Regional Office (RO) of:

- Any waiver participant's admission (Medicaid or non-Medicaid, excludes acute care hospital admissions)
- A change in a waiver participant/Medicaid eligible's status
- A discharge from the waiver program
- Death of a waiver participant/Medicaid eligible
- Change in the waiver participant's personal information.

SC will:

- Complete all applicable items on the e148-W form.
- Electronically submit the e148-W form.

For participant address changes, after electronic submission of the e148-W form, the SC will:

- Notify RO of the change in address by emailing the demographic change e148-W to the RO's designated email address.

RO will:

- Complete the change of address for the participant in the OAAS Participants Tracking System (OPTS).
- Mail a copy of the Address Confirmation cover letter, LVRA, and the VRD form to the participant within two (2) days of the notification.
- Document-in the participant's e-file to verify the mailing of the required forms.

For permanent discharges (NOT including deaths), the SC will:

- Email the appropriate documents such as supporting documentation, Declination Letter, Narrative, etc., to RO for action.

NOTE: OAAS Waiver Representatives must review and approve permanent discharges ONLY, not discharge due to death.

RO will:

- Review all appropriate discharge documents and approve the e148-W discharge.
- Approve, if applicable, and electronically submit the e148-W to Medicaid and the DMC, via Application Suite, and to the SC, via email.

NOTE: For self-directed participants, RO must also submit the e148-W via email to the Fiscal Agent and to Medicaid Program Support & Waiver Section (MPSW), to notify of closure.

SC will:

- Complete the CMIS closure form and close the participant's case in CMIS the same day that the SCA receives the approved e148-W from RO.
- Fax the CMIS closure form to the provider(s) on the same day that the forms are completed.

NOTE: For deaths, the SC must complete the Critical Incident Report (CIR) in W-OTIS, before closing the case in CMIS.

For all other types of notices (including deaths), the SC will:

- Submit the e148-W form to the DMC, RO and Medicaid.

For self-directed participant deaths, RO will:

- Submit the e148-W via email, to the Fiscal Agent and to MPSW, to notify of closure.