

## REQUEST FOR CLARIFICATION/INTERPRETATION

<b>TO:</b>	Name and Title: <b>Jannis Conselyea, Bureau Chief</b>	<b>FROM:</b>	Name and Title: <b>Brad Johnson, Quality Improvement Spec.</b>
	Organizational Unit: <b>DDP Central Office</b>		Organizational Unit: <b>DDP Region IV</b>
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1. TYPE OF REQUEST:     Follow-up to Verbal Request - Date of Verbal Request: \_\_\_\_\_     Written Request

2. STATEMENT OF QUESTION OR ISSUE: The Children's Waiver Service Policy states that "If multiple persons have the same Prioritization Score, the person on the Waiting List/ Entry Change Form the longest whose needs can be met with the resource available will be offered the vacancy." There are a number of Children's Waiver Service referrals that predate the new Wait List/Entry Change Form. Referrals come in with many different dates and the dates are sometimes changed when they are updated so there is no clear paper trail. How should this issue be addressed in order to assure consistency and accuracy?

References: CWS Screening Policy - #0103405

3. ANSWER: In order to eliminate the confusion of the waiting list date the Quality Improvement Specialist and the referring Provider need to research the actual date the child was referred and come to agreement as to the official date of the initial referral and then the agreed upon date will be the date entered on the Wait List /Entry Change Form.

References:

 Approved and Issued by:  
 \_\_\_\_\_ (Program Director)  
 Date: 8-18-10

<b>STATE USE ONLY</b>	<b>4: DISTRIBUTION:</b>  One Copy: _____ One Copy: _____ One Copy: _____ Additional Copies: _____ <input type="checkbox"/> _____	Requestor Manual Coordinator Division Files	<b>5: FOLLOW-UP:</b> <input type="checkbox"/> To be issued as Bulletin to: _____ _____ (Division Administrator) <b>Manual. Expected Date of Issuance:</b> _____ <input type="checkbox"/> A.R.M. Change <input type="checkbox"/> State Plan Change
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