

REQUEST FOR CLARIFICATION/INTERPRETATION

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| TO: | Name and Title: Jannis Conselyea, Bureau Chief | FROM: | Name and Title: Brad Johnson, Quality Improvement Spec. |
| | Organizational Unit: DDP Central Office | | Organizational Unit: DDP Region IV |
| | Address: PO Box 4210, Helena MT 59604-4210 | | Address: 300 N. Willson, Ste. 3001, Bozeman MT 59715 |


1. TYPE OF REQUEST: Follow-up to Verbal Request - Date of Verbal Request: _____ Written Request

2. STATEMENT OF QUESTION OR ISSUE: There is sometimes a significant delay between the time a child is found eligible for CWS and when a referral is presented to the DDP Regional Office. The rationale given at times for this is that there is no need to do a referral until there is an opening and yes, there is a considerable amount of time between openings. Can a timeline be set so that referrals are completed in a timely manner and the child placed on the waiting list. Referrals can always be updated. The referral date (addressed in another Request for Clarification) is important in screening in the event of a tie.

References: CWS Policy - #0103405

3. ANSWER: Referrals must be postmarked and in the Regional office within 30 days after the child is found eligible for Children's Waiver Services in order to assure timely processing of the referral packet. This will allow the Quality Improvement Specialist the time to peruse the packets to determine that all the necessary documentation required in the Children's Waiver Services policy is present.

References:

 Approved and Issued by:
 _____ (Program Director)
 Date: 8-19-10

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