

DDRC CES Application/Enrollment Process

Children's Extensive Support (CES) Checklist Application:

The CES checklist application needs to be completed as part of the application enrollment process. It will also need to be updated on an annual basis following enrollment. **You need to list the *actual* behaviors or medical issues your child is experiencing, how frequently they occur, how long they last, how severe they are, and how you intervene.** Examples of physical interventions include feeding child via a g-tube, removing child from a dangerous situation, diapering an older child, etc. Appendix B of the application includes codes for the different interventions.

You also need to submit records, dated within six months of the CES application, which support the medical and behavioral conditions you list on the application. Send the CES application to your Resource Coordinator who will type the CES Checklist Application. He or she will have you sign and date the CES Checklist Application when they come to your home to complete the Long-Term Care Functional Assessment (100.2).

DDRC Authorization for Release of Information Forms

Please fill out one of the Release of Information forms with the name and contact information for your child's physician. We will send a Professional Medical Information Page (PMIP) to the doctor to fill out. The PMIP form is required as part of the Long Term Care Functional Assessment (ULTC 100.2).

Also fill out additional release(s) for any other medical or behavioral providers who may have records that support your child's medical and behavioral conditions requiring intervention. Documentation must be current within six (6) months of the date of the CES application. Some of the documentation may be the same information being submitted with the Medicaid Disability Application.

Home Visit/Long-Term Care (LTC) Functional Assessment (100.2)

Once we have received the CES Checklist Application, the Medicaid Disability Application, the Application for Public Assistance, and all supporting documentation, a Resource Coordinator will schedule a time to visit with you and your child, in your home, to complete the Long-Term Care Functional Assessment (100.2).

The Functional Assessment is required at enrollment and annually thereafter. The functional assessment must occur in the child's home with the child present. You will be asked to describe how your child functions on a day to day basis in the areas of bathing, dressing, toileting, mobility, transferring, eating, and any supervision needs due to memory, cognition, and behavior. This assessment determines whether your child meets the criteria for institutional level of care.

Third Party Reviewer

Your Resource Coordinator will submit the CES application and the LTC functional assessment to the designated Third Party Reviewer who will determine if your child meets targeting criteria for the CES Medicaid Waiver. The Reviewer has up to two weeks to make a determination.

Service Plan Development

If the Third Party Reviewer determines your child meets the medical and behavioral criteria for the CES program your Resource Coordinator will contact you to schedule a Service Plan meeting.

**Please contact your Resource Coordinator if you have any questions.
303-233-3363 (main office number)**