

APPENDIX D: NOTIFICATION E-MAIL TO ALL AUTHORIZING AE(S) WITH ATTACHED AUTHORIZATIONS

Notification e-mail to ALL Authorizing AE(s) with attached authorizations

The following provider(s) have not yet submitted their provider qualification documentation record or supporting documentation to the assigned AE.

Provider (MPI# :)

Please run a provider service detail report in HCSIS to identify individuals who are currently authorized to receive services from the provider(s) listed above.

Providers have been informed that if they do not submit their qualification documentation by April 30, 20XX. Supports Coordinators (SCs) will begin planning activities with waiver participants, families, and Individual Support Plan (ISP) teams as of May 1, 20XX for the transition to willing and qualified provider(s).

Please notify the appropriate SCOs/SCs utilizing Appendix E that planning activities shall begin with teams effective immediately. Please forward the "Choosing Alternative Providers" talking points as a planning tool.

The Authorizing AE shall pull the Provider Qualification Status Report in HCSIS on a weekly basis to check on the qualification status of providers. If the provider becomes qualified and the individual chooses to continue to receive services by the provider, the SC can cease planning activities. However, if during planning activities the waiver participant chooses to begin service with an alternate willing and qualified provider prior to July 1, 20XX, waiver service authorizations in the individual's FY 20XX-20XX ISP should be end-dated accordingly.

If, as of June 30, 20XX, the authorizing AE has not received notification from ODP that the above provider has been qualified, the authorizing AE shall ensure that waiver authorizations for the provider were not carried forward into individual FY 20XX-20XX ISP.

Sincerely,

Regional PQ Point Person of Assigned AE

cc: Regional PQ Point Person of Authorizing AE(s)