

APPENDIX E: NOTICE FROM AUTHORIZING AE TO SCO WITH ATTACHED AUTHORIZATIONS

Notice from Authorizing AE to SCO with attached authorizations

The following provider(s) has not completed their qualification by the due date:

Provider Name (MPI#)

Please find the attached report(s) that details the 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, Supports Coordinators will begin planning activities with waiver participants, families, and Individual Support Plan (ISP) teams as of May 1 for the transition to willing and qualified provider(s).

At this time, SCs shall begin planning activities to discuss alternative providers with individuals and teams immediately. Please find "Choosing Alternative Provider's" talking points attached to be used as a planning tool.

The SCO shall pull the Provider Qualification Status Report in HCSIS on a weekly basis to check on the qualification status of the provider(s). If the provider(s) becomes qualified and the individual chooses to continue to receive services by the provider(s), the SCO can cease transition planning activities. If during planning activities the waiver participant chooses to begin service with an alternative, willing and qualified provider prior to July 1, a Critical Revision shall be completed to the individual's current ISP.

If, as of June 30, the provider(s) has not been qualified, the Authorizing AE will ensure that waiver authorizations for the provider(s) are not carried forward into the next fiscal year ISP for the individual.

Sincerely,

Authorizing AE