

## Completing the Initial and Final Templates for Transition

- ❖ Prior to submitting transition plans to the Department of Health Services, all local parties involved in the transition of individuals from waiver programs to managed long-term care should have an opportunity to review and approve the plans.
- ❖ After full local review, plans should be submitted to the Department at [DHSFCExpansion@wisconsin.gov](mailto:DHSFCExpansion@wisconsin.gov).

### Completing the Template for Transition - Initial:

The initial transition template is an Excel document with embedded formulas to automatically populate many of the cells in the document.

The spreadsheet is designed to allow a county to fill in total waiver and wait list counts. The spreadsheet will use the limited data entered to create a model enrollment plan, automatically populating the cells in the remaining portions of the spreadsheet.

The Department will review the submitted initial transition plan for technical errors and consistency with Department records of waiver and wait list counts.

#### Directions:

- ❖ After opening the spreadsheet, enter the county name and consortia name in rows 3 and 4.
- ❖ In row 8, enter the county's managed long-term care transition start date. This is the date the county's waiver recipients first begin to enroll in managed long-term care.
- ❖ In column B, rows 15 through 21, enter the current count of waiver recipients in each waiver program.
- ❖ In column D, rows 15 through 17, enter the current count of wait list individuals by target group.
- ❖ In column F, row 14, enter the data run-date for the waiver and wait list counts.
- ❖ After entering the waiver and wait list data in rows 15 through 21, rows 31 through 48 will automatically populate.
  - Current waiver enrollment, by waiver program, will be divided by six and shown in rows 31 through 37 as even, monthly, enrollment over the six month waiver enrollment window.
  - Current wait list numbers, by target group, will be divided by 36 and shown in rows 45 through 48 as even, monthly, enrollment over the 36 month enrollment window.

- If a county intends to enroll waiver recipients in a period shorter than six months, the formulas in rows 31 through 37 will need to be modified for the correct number of months.
- ❖ Rows 55 through 57 are for reporting institutional relocations (i.e., relocations from a nursing home, a State Center, or an ICF-MR into a community placement). If a county anticipates institutional relocations during its transition period, please enter the number of individuals expected to relocate in each month for the 36 month transition period.
- ❖ The spreadsheet will calculate the county's total monthly enrollment in row 64.

### **Completing the Template for Transition - Final:**

In the final transition plan, counties are required to report the monthly waiver costs for waiver recipients transitioning in each month. The final enrollment template is designed to help counties structure enrollment with consideration to monthly waiver costs.

There are two tabs in the final enrollment template. These tabs are linked such that individual-specific information entered into the tab named "Identify Waiver Enrollment and Cost" will automatically populate the summary worksheet named "Final Transition Plan."

The tab "Identify Waiver Enrollment and Cost" includes sample, individual-specific, data to illustrate the embedded formulas in the worksheets and the links between the individual-specific worksheet and the summary worksheet.

Since the information needed to complete the final enrollment template is individual-specific and therefore county-specific, a county will have to modify the template to reflect its proposed transition plan for waiver recipients.

The Department will review the submitted final transition plan for technical errors, waiver and wait list counts consistent with the initial transition plan, waiver costs consistent with Department records, and transition results consistent with Department direction (e.g., average monthly waiver costs with little variation from month to month, wait list transition starting concurrently with waiver recipient transitions).

#### **Directions:**

- ❖ Enter the county name and consortia name in rows 3 and 4 in the tab "Final Transition Plan."
- ❖ In the same tab, in row 8, enter the county's managed long term care transition start date. This is the date the county's waiver recipients first begin to enroll in managed long-term care.
- ❖ Waiver Rollovers:
  - In the tab "Identify Waiver Enrollment and Cost," in columns A through C, rows 6 through 17, enter each waiver individual, with his/her monthly average waiver cost, by waiver program. Report the name of the waiver program in the same manner as it

is identified in HSRS (BIW, CIP IB, CIP IB – ICFMR, CIP II, CIP II NHD, CIP IA, etc.). Insert as many additional rows as necessary. To calculate average monthly waiver costs, please use the most recent six months of waiver service costs, net of client share (cost share). Average waiver service costs should correspond to those shown in the most recent HSRS L300 report. If you would like an electronic version of this report, please email your request to [DHSFCExpansion@wisconsin.gov](mailto:DHSFCExpansion@wisconsin.gov).

- Rows 20 through 27 in “Identify Waiver Enrollment and Cost” will automatically count the current waiver recipients and populate the waiver recipient count in the “Final Transition Plan” worksheet, column B, rows 15 through 21.
  - Next, copy the data entered in the tab “Identify Waiver Enrollment and Cost,” columns A through C, rows 6 through 17 (or more rows as needed), into columns E through G.
  - Sort the data copied into columns E through G by cost – from least to greatest cost.
  - Columns F and G, row 23, will automatically provide target number of waiver recipients to transition each month and the target monthly cost based on the average cost of waiver recipients transitioning. If rows of recipients have been added in the steps above, the embedded formulas must be modified.
  - Enter the enrollment month for each individual in column I. An ideal enrollment plan would pair the lowest cost individuals with the highest cost individuals so that the monthly waiver costs do not greatly vary from month to month. (Please note, monthly waiver costs are used as a proxy for acuity and other challenges in a community placement. To ensure a smooth transition, and to not overwhelm a managed long-term care organization with all challenging individuals in one month, the Department requests high cost and low cost individuals transition together each month.)
  - Based on the enrollment months entered into column I, columns K through Q, rows 10 through 35, are automatically populated. These cells show a summary of enrollment by waiver program and are linked to the “Final Transition Plan,” columns B through G, rows 31 through 37. If recipient rows have been added, the embedded formulas must be modified.
  - In columns K through Q, row 8, in the tab “Identify Waiver Enrollment and Cost,” please sum the waiver costs by enrollment month. This information is linked to the “Final Transition Plan” worksheet and automatically populates row 40 in that worksheet.
- ❖ Wait list Individuals and Relocations:
- In the tab “Final Transition Plan,” in column D, rows 15 through 17, enter the current count of wait list individuals by target group. After entering the wait list data, rows 47 through 50 will automatically populate. Current wait list numbers, by target group,

will be divided by 36 and shown in rows 47 through 50 as even, monthly, enrollment over the 36 month enrollment window.

- In the same tab, Rows 57 through 59 are for reporting institutional relocations; i.e. relocations from a nursing home, a State Center, or an ICF-MR into a community placement. If a county anticipates institutional relocations during its transition period, enter the number of individuals expected to relocate in each month for the 36 month transition period.
- ❖ In the “Final Transition Plan” worksheet, column F, row 14, enter the data run-date for the data to be entered in the waiver and wait list sections described above.
- ❖ The “Final Transition Plan” worksheet automatically calculates the county’s total monthly enrollment in row 66.

Please send any questions on completing or submitting plans to:  
[DHSFCExpansion@wisconsin.gov](mailto:DHSFCExpansion@wisconsin.gov).