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To: County Department of Human Services Directors
County Department of Social Services Directors
County Department of Community Programs Directors
Children’s Long-Term Support Supervisors and Leads

From: Deborah Rathermel, Director
Bureau of Children’s Services

Revised Medicaid Home and Community-Based Services Waiver Manual
for the Children's Long-Term Support Waiver Program

Purpose
The Medicaid Home and Community-Based Services (HCBS) Waiver Manual for the Children’s Long-Term Support (CLTS) Waiver Program, P-02256 (hereafter referred to as the “manual”), serves as policy guidance for the CLTS Waiver Program. Effective immediately, county waiver agencies (CWAs) and their subcontracted entities must operate the CLTS Waiver Program in accordance with requirements and processes in the manual.

Background
The Bureau of Children’s Services has completed an extensive revision of the manual. The changes range from simple updates to more significant policy and process revisions and reflect the § 1915(c) and § 1915(b)(4) waiver applications. Revised chapters have been finalized and published individually after incorporating comprehensive stakeholder input. These revisions:

- Address changes to the program that have been made in response to mandates from the Centers for Medicare & Medicaid Services (CMS).
- Promote primary program values of supporting individual choice; enhancing relationships; building accessible and flexible service systems; achieving optimal physical and mental health for the participant; and promoting presence, participation, optimal social functioning, and inclusion in the community.
- Continue the ongoing process to keep the manual current and consistent with evolving federal and state policy.

The manual is organized into nine chapters that include information formerly located in appendices:

- Chapter 1—Overview and Administration
- Chapter 2—Eligibility
- Chapter 3—Financial Eligibility
- Chapter 4—Provider Requirements and Allowable Services
- Chapter 5—Use of Funding in Substitute Care
- Chapter 6—Enrollment and Recertification
- Chapter 7—Individual Service Plan
- Chapter 8—Participant Rights and Appeal and Grievance Processes
- Chapter 9—Health and Safety

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The chart in the attachment titled “Summary of Revisions to the Medicaid Home and Community-Based Services Waiver Manual for the Children’s Long-Term Support Waiver Program” briefly highlights the major changes in the manual. To get the complete picture of the revisions, program stakeholders are urged to take time to read the manual at their earliest convenience. CWAs should direct their questions about guidance in the manual to their CLTS technical assistance lead.

Future Manual Updates
DHS will update the manual at least two times per year, and more frequently as needed to stay current and consistent with evolving federal and state policy. Ongoing manual updates will be announced via DHS Email Updates. Sign up for email updates or access your subscriber preferences at public.govdelivery.com/accounts/WIDHS/subscriber/new?topic_id=WIDHS_591.