

CHILDREN'S LONG-TERM SUPPORT WAIVER ONE TIME HIGH-COST NOTIFICATION INSTRUCTIONS AND TYPICAL RANGES – CY2021

Instructions

1. The high-cost form ([F-21353](#)) is divided into six sections:
 - Participant Details
 - Service Modification Being Submitted that is \geq \$2,000
 - Tier 1 or Tier 2 Determination
 - Narrative Summary for Tier 2 Notifications Only
 - Support and Service Coordinator Approval
 - Approving County Representative Attestation
2. When reviewing and submitting notifications for high-cost items, review current service description summaries outlined in the CLTS Waiver Manual ([P-02256](#)) and use Deciding Together ([DMS Information Memo 2019-01](#)) as a point of reference when working with families and providers for any high-cost item.
3. **Tier 1:** When the high-cost item is equal to or greater than \$2,000 and within the established typical range as indicated at the end of this form, county waiver agency (CWA) will submit [F-21353](#) to DHS via dhscltshighcost@dhs.wisconsin.gov.
 - Complete first three sections for Tier 1 submissions
 - No approval is required from DHS for these items
4. **Tier 2:** When the high-cost item is equal to or greater than \$2,000 and over the established typical range, or does not have an established typical range as indicated at the end of this form, CWAs will submit [F-21353](#) and all chosen project bids, estimates, designs/diagrams, and invoices for items/devices to DHS at dhscltshighcost@dhs.wisconsin.gov. Taxes must be excluded: CLTS Waiver program is tax exempt.
 - All sections of [F-21353](#) must be completed.
 - In the narrative section of [F-21353](#), provide a brief summary specific to the submission.
 - CWAs need to describe how:
 - The child's current status and pertinent services related to this item support accomplishing their goals.
 - Deciding Together was utilized to ensure family partnership and appropriateness of the item.
 - The item or modification meets the identified outcomes.
 - All funding sources have been considered and the item is CLTS Waiver allowable.
 - Review and submit bids that include all required components of the item or scope of the modification.
 - Include recommendation of specific selected item other than from contractor for the item or service.
 - A response from DHS is required prior to service authorization.
 - DHS will review and provide response to CWA within 14 calendar days of submission of a completed [F-21353](#).
5. Typical ranges listed on page 2 of these instructions provide a reference for use by CWAs to understand what an item generally or typically costs when reviewing bids for high-cost items. Not all high-cost items will have an identified range, and range amounts should not be used as a determination of approving or denying a high-cost item request.
6. Ranges include the following amounts and may be updated by BCS on an ongoing basis:
 - Median amount: This identified amount provides a reference or benchmark for CWAs of the middle value or cost of most identified items.
 - Maximum amount: This published amount is the highest amount or cost of this item for consideration in the established range and within Tier 1 criteria. If a bid for a requested high-cost item exceeds this amount, it must be submitted for Tier 2 review and response by BCS prior to authorization.
7. In the attestation section, the authorizing county representative is often a different staff than the support and service coordinator.
8. Completed high-cost request forms are submitted ATTN: PS Lead for your region to dhscltshighcost@dhs.wisconsin.gov.

Reminders: High-cost submissions are specific to three CLTS-approved service descriptions

1. Adaptive Aids
 - a) Include MA denial adjudication details and/or proof of non-coverage, when required.
 - b) Portable ramps and vehicle modifications are considered adaptive aids.
2. Home Modifications
 - a) Project designs should clearly document ADA compliance, when necessary (for example, ramps).
 - b) Bids and estimates should clearly document a breakout cost of labor and materials.
 - c) Project bids should identify the cost of the waiver allowable portion of items/home modifications when the overall project bid includes other items/home modifications beyond the scope of what is Waiver allowable.
 - d) **NEW:** For BOTH Tier 1 & 2 ramp submissions, provide total cost of ramp and cost by running slope per linear foot.
 - e) **NEW:** For BOTH Tier 1 & 2 fence submissions, provide total cost of fence, material type, and cost per linear foot.

3. Consumer Education and Training:
- Document compelling reason(s) the service (greater than or equal to \$2,500) is not available under IDEA or another funding source, including private or public entities.
 - This service excludes payments for any associated meal and lodging expenses.

Submission Checklist:

- Completed High-Cost Form ([F-21353](#)), including the signed Attestation by Authorizing County Representative
- NEW:** For ramps and fences, breakout of cost by linear foot (per #2 Reminders section)
- Signature of Support and Service Coordinator
- When MA is involved, provide explanation of MA denial details found on provider's MA adjudication detail

Additional Submission Checklist for Tier 2:

- Professional recommendation for an adaptive aid over \$2,000
- Project bids/estimates or invoices for items/devices requested, tax excluded
- "Plan" (designs/schematic diagrams) for all home modifications
- Breakout of Labor and Material costs for all home modifications, tax excluded
- Home Assessment, if completed

High Cost Item and Amounts	Median	Max Rate – Tier 1
Home Modification:		
Bathroom - barrier free shower	\$9,150	Up to \$11,000
Bathroom - soaking tub/whirlpool	\$16,650	Up to \$14,700
Bathroom - full remodel for accessibility	\$25,040	Up to \$30,730
Door widening	\$3,800	Up to \$3,300
Flooring (range per square foot, installed)	\$10.40 per sq. ft.	Up to \$10.00 per sq. ft.
Fences	Amount per linear foot with installation, including gates: Vinyl (white): \$43.50/lf Wood (cedar): \$46.67/lf Metal: \$31.84/lf	Amount per linear foot with installation, including gates: Vinyl (white): Up to \$63.78/lf Wood (cedar): Up to \$65.08/lf Metal: Up to \$43.76/lf
Chair/stair lift	\$7,913	Up to \$16,000
Ceiling/wall lift	\$8,925	Up to \$14,900
Ramp installation	\$532/lf running slope	Up to \$968/lf running slope
Concrete walkway	\$7,000	Up to \$6,000
Platform lift	\$15,795	Up to \$26,600
Safety-related home modifications	\$6,100	Up to \$7,100
Adaptive Aids		
Wheelchair (multi-terrain)		Up to \$15,996
Adaptive sport-related equipment for inclusion and activity	\$4,600	Up to \$4,500
Safety related adaptive aids	\$2,500	Up to \$3,000
Portable generator for ventilator Back-up		Up to \$6,000
Bathroom - accessories (changing tables, portable or installed)	\$6,700	Up to \$9,216
Activity Chair	\$2,905	Up to \$4,400
Adaptive Bike	\$2,730	Up to \$4,900
Adaptive Swing	\$3,180	Up to \$2,900
Sensory support items		Up to \$3,000
Vehicle modifications	\$27,750	Up to \$30,260
Service Animal (<i>expended in one calendar year</i>)	\$12,000	Up to \$12,000
Consumer Education and Training		
Event		Up to \$2,500
Adaptive Driving course	\$2,500	Up to \$4,800