Andrew M. Cuomo, Governor
Kerry A. Delaney, Acting Commissioner

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MEMORANDUM

TO: Medicaid Service Coordination Vendors
Voluntary Provider Agencies
Developmental Disabilities State Operations Office Directors
Developmental Disabilities Regional Office Directors
DDRO MSC Coordinators
Provider Association Representatives

FROM: Gerald Huber
Deputy Commissioner
Division of Person Centered Supports

Jill A. Pettinger, Psy.D.
Assistant Deputy Commissioner
Statewide Services

DATE: October 10, 2014

SUBJECT: Social Evaluations for Initial Level of Care Eligibility Determination for HCBS Waiver Enrollment

The purpose of this memorandum is to provide guidance and clarification as to the required elements of a Social Evaluation for purposes of completing the Initial Level of Care Eligibility Determination (LCED) for Home and Community Based Services (HCBS) Waiver enrollment; and to identify who is qualified to perform such an evaluation.

Included with this memorandum is an outline which identifies the required elements of a Social Evaluation. In order to be considered a Social Evaluation for purposes of completing the Initial LCED these elements must be present in the evaluation.

A properly written Individualized Service Plan (ISP) or Preliminary ISP (PISP) may qualify as a Social Evaluation if it contains all of the required elements of a social evaluation and contains all information necessary to complete the corresponding sections of the initial LCED form.

Service coordinators and MSC Supervisors who meet the regular MSC educational and experiential requirements are qualified to perform the social evaluation. Other professionals such as a Qualified Intellectual Disability Professional (QIDP), Social Worker (LMSW or LCSW), Psychologist, or a person with a Master Degree in Psychology, and who are familiar with the person, are also qualified to perform the Social Evaluation.

Further information and instructions for completing the Initial Level of Care Eligibility Determination may be found on OPWDDD's website using the following link:

http://www.opwdd.ny.gov/opwdd_services_supports/service_coordination/msc_forms

Questions regarding HCBS Waiver Enrollment and LCED completion may be directed to your local HCBS Waiver Liaison: http://www.opwdd.ny.gov/node/2113 or to the OPWDD Waiver Unit: peoplefirstwaiver@opwdd.ny.gov

Questions regarding Medicaid Service Coordination may be directed to your local MSC Liaison: http://www.opwdd.ny.gov/node/534 or to: Anne Swartwout, Statewide MSC Coordinator at anne.swartwout@opwdd.ny.gov

GH/JAP/kma

Enclosure

cc: Kate Bishop
Anne Swartwout
Angie Francis
Tricia Downes

ENCLOSURE
MEMORANDUM
Social Evaluations for Initial Level of Care Eligibility Determination for HCBS Waiver Enrollment
October 10, 2014

Social Evaluation Outline

Overview

Family History -

I. *Affective Development:*

Interests/personal goals -
Values -
Emotional Expression -
Motivation level/Ability to self-direct -
Ability to empathize -
Other -

Strengths:
Needs:
Recommendations:

II. *Speech and Language Development:*

Listening Skills -
Appropriate Communication Skills -
Other -

Strengths:
Needs:
Recommendations:

III. *Social Development:*

Interpersonal Skills -
Guardianship and Advocate information -
Legal Status (CPL, Vol, Invol., Non-Objecting) -
Cultural and Ethnic background -
Family relationships -
Other -

Strengths:
Needs:
Recommendations:

Signature of qualified person completing the Social Evaluation: