January 1, 2006

Suggested Distribution:
MSC Program Administrators
MSC Supervisors

Dear DDSO Director:

Effective January 1, 2006, OMRDD is implementing two changes to the Medicaid Service Coordination (MSC) program that you and your staff should be aware of. The MSC Task Force, as part of a paperwork reduction effort, recommended these changes to OMRDD.

The two changes are as follows:

1. As of January 1, 2006, MSC participants will have the option to decline having a Service Coordination Activity Plan (SCAP), based on an informed decision made with their service coordinator. The enrollee's choice must be documented in the new Service Coordination Basic Agreement (SCBA).

   The exception to this is for individuals who are Willowbrook class members, who must continue to have an Activity Plan.

   The MSC Basic Agreement has been revised to reflect the change to an optional Activity Plan. Also, the Activity Plan itself has been modified to make it a more user-friendly form. Please note that the option to have or decline an Activity Plan should be phased in over 2006 as each enrollee's Basic Agreement comes up for annual renewal.

2. As of January 1, 2006, completing and filing a Service Coordination Observation Report (SCOR) will be required twice in a year, rather than four times in a year. Note that four quarterly home visits are still required and that a SCOR must still be completed and filed any time the Medicaid Service Coordinator observes an issue in the home related to health, safety or the environment. While the SCOR form remains the same, there are minor changes to the instructions for filing the SCOR twice in a year rather than every quarter.

Copies of the revised Basic Agreement, Activity Plan, and SCOR form with revised instructions, are enclosed with this letter. Please distribute copies of the forms and instructions to all MSCs employed by your agency.

These changes were announced at the MSC Supervisors Videoconference held on December 20, 2005. The announcement will also appear in a MSC E-Visory in early January 2006.

The necessary changes are being made to the MSC Vendor Manual and will be available on the OMRDD website shortly. Until revised pages to the Vendor Manual are made available, this letter will serve as official notice of these changes and have the force and effect of the Manual.

It will be important for your MSC supervisory staff to receive a copy of this letter, and the revised MSC Vendor Manual pages related to the Activity Plan and the SCOR when they become available. In-service training for all MSCs should be conducted as soon as possible to explain these paperwork reduction changes. New Medicaid Service Coordinators will receive the revised hard copy of the MSC Vendor Manual at their Core training beginning in February 2006.

Please note that this information is being transmitted to all MSC vendor agency Executive Directors and Provider Associations. For questions or further information, please contact Carol Kriss, MSC Statewide Coordinator at Carol.Kriss@omr.state.ny.us or (518) 474-4904.

Sincerely,

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Director, Planning and Service Design

Enclosures

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