

## POLICIES AND PROCEDURE MANUAL

<b>Chapter:</b>	<b>Service Delivery System</b>		
<b>Title:</b>	<b>Children With Severe Emotional Disturbances Home and Community-Based Services Waiver (SEDW) Disenrollment and Transfer Procedure</b>		
<b>Policy:</b> <input type="checkbox"/>	<b>Review Cycle:</b> Biennial	<b>Adopted Date:</b> 11.12.2024	<b>Related Policies:</b> Children’s Severe Emotional Disturbance Home and Community-Based Services Waiver (SEDW) Policy
<b>Procedure:</b> <input checked="" type="checkbox"/>	<b>Author:</b> Chief Behavioral Health Officer	<b>Review Date:</b>	
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### Procedure

**A. Serious Emotional Disturbance Waiver (SEDW) Disenrollment:** SEDW eligibility is valid for one full year. Disenrollment from the SEDW Program may occur for any of the following reasons:

1. Aged Off
2. Deceased
3. Moved Out of State
4. Not Eligible
5. Other
6. Parent Declined Severe Emotional Disturbance (SED) and did not apply for Medicaid
7. Residential Placement 45 days no return
8. Voluntary Withdrawal

**B. Process for disenrollments from the SEDW program:**

1. Three months prior to recertification, the Wraparound team determines if the child meets eligibility criteria for recertification.
2. Transition planning is crucial, especially for Traditional waivers where the SEDW serves as a pathway to Medicaid.
3. Community Mental Health Service Program (CMHSP) provides the family with Adverse Benefit Determination Notice (ABDN).
4. CMHSP enters disenrollment information in the Waiver Support Application (WSA) and submits to Pre-paid Inpatient Health Plan (PIHP).
5. PIHP reviews disenrollment prior to submitting to Michigan Department of Health and Human Services (MDHHS).
6. MDHHS SEDW staff reviews and approves final disenrollment.

**C. Serious Emotional Disturbance Waiver (SEDW) Transfers:**

1. Transfers within a PIHP region:
  - i. CMHSP SEDW Lead initiates the transfer with the CMHSP SEDW Lead at the new county. CMHSP should include PIHP SEDW staff on this communication.
  - ii. CMHSP SEDW Leads complete the appropriate sections of the Change Form and the transferring CMHSP will upload the change form into the WSA.
    - a. During this step of the process, several things should occur:
      - 1) Transferring CMHSP will share a transfer packet with pertinent information with the receiving CMHSP
      - 2) Transferring CMHSP will share contact information

for the family with the receiving CMHSP and both the sending and receiving CMHSPs should work closely together with the family to ensure timely access to medically necessary services at the new CMHSP.

- 3) The two CMHSPs will coordinate and agree upon the transfer date, always being on the first of a month.
- iii. PIHP SEDW Lead will complete the transfer within the WSA.
2. Transfer between PIHP regions:
  - i. CMHSP SEDW Lead will contact PIHP SEDW Lead to initiate the transfer.
  - ii. The transferring PIHP is responsible for contacting the new PIHP SEDW Lead, facilitating a transfer date, and uploading/submitting the change form in the WSA.
  - iii. The two PIHPs, in coordination with the CMHSPs, should agree upon the transfer date, always being on the first of a month and work together to complete the change form.
  - iv. Once the change form is submitted to MDHHS in the WSA, MDHHS SEDW staff will complete the transfer in the WSA.

**Applies to**

- X All Mid-State Health Network Staff
- Selected MSHN Staff, as follows:
- X MSHN’s Affiliates:  Policy Only    X Policy and Procedure
- Other: Sub-contract Providers

**Definitions**

- ABDN: Adverse Benefit Determination Notice (ABDN)
- CMHSP: Community Mental Health Service Program
- MDHHS: Michigan Department of Health and Human Services
- PIHP: Prepaid Inpatient Health Plan
- SED: Severe Emotional Disturbance
- SEDW: Children’s Severe Emotional Disturbance Home and Community- Based Services Waiver Program (SEDW)
- WSA: Waiver Support Application

**Other Related Materials**

Children’s Severe Emotional Disturbance Home and Community-Based Services Waiver (SEDW) Policy

**References/Legal Authority**

- MDHHS – PIHP Contract
- MDHHS Medicaid Provider Manual

**Change Log:**

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
5.2024	New Procedure	Chief Behavioral Health Officer