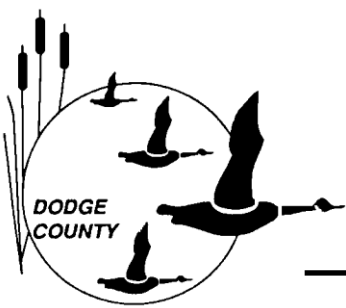




HUMAN SERVICES & HEALTH DEPARTMENT

199 COUNTY ROAD DF ♦ JUNEAU, WISCONSIN 53039-9512

920-386-3500

Becky Bell, Director

Dodge County CLTS Purchase Policy

County waiver agencies (CWA) must implement a consistent procedure for actively engaging the participant/family to drive the development of the ISP as outlined in the Deciding Together Guide to establish child specific outcomes. Some components of this procedure will include:

- A team approach that includes the participant's chosen support people.
- Consideration of the cost-effectiveness and regulatory review.
- Monitoring progress and revising as needed.

Requests for non-urgent items / services can only be made during a team meeting. Typically, these meetings occur at the child's 6-month review and annual recertification dates during home visits. If there are emergent situations or needs, those will be addressed as they arise, and additional requests can be approved at other times with supervisor approval.

A decision to either authorize or deny an item or service requested by a participant should be made timely to support the participant's access to the item or service and must be made within 14 calendar days from the date of the request and from when the Deciding Together process was completed. Families should allow up to 30-60 days from the approval for delivery of items or the start of services.

If a request for a specialized medical and therapeutic supply or assistive technology is made, the CLTS Case manager will follow the steps outlined in the purchase policy along with:

- Funding requests for any specialized medical and therapeutic supplies or assistive technology must be made by the parent/guardian and accompanied by a recommendation from a professional currently working with the child, i.e. speech therapist, occupational therapist, psychologist, mental health therapist, autism specialist, etc.
- All supplies and services require a professional recommendation; however, items purchased for safety purposes or for an ongoing need may be made without a recommendation at the discretion of the CLTS Case Manager. If there is a no professional to write a letter of recommendation, supervisor approval is necessary before a purchase can be approved.
- A discussion has taken place between the parent/guardian and CLTS Case Manager as to how the child will learn to use the item and/or equipment. In some cases, a phone call conversation is best.
- There must be a clear outcome for the purchase.
- The item was denied or is not allow by private insurance / medical assistance.
- The item is an approved use of CLTS or CCOP funding.
- There will be no new or upgraded item or supply purchased for the same child for the period of (1) year. Any new or upgraded equipment requests received after the first year must also be accompanied by a new recommendation from a professional currently working with the child. The program will not fund a second item or equipment that duplicates the functionality of the first device.
- Repairs will need to be reviewed in a discussion with the parent/guardian, service provider, and CLTS Case Manager. Repairs for the equipment/device that duplicate prior repairs will not be covered.
- Lost or stolen items will not be replaced.
- Most items purchased would be expected to "follow the child", meaning that two of the same items will not be purchased in a situation where the child moves between parents in two different households. Exceptions to this may exist, but if there is a specific need for the same item in each household, this will need to be approved by the supervisor.

Source:

Medicaid Home and Community Based Services (HCBS) Waiver Manual for the CLTS Waiver Program

7.1.1 Participant Driven Service Planning Tool: Deciding Together Guide

8.2.2 Notice of Adverse Action (NOA)

4.6.2 Assistive Technology

4.6.28 Specialized Medical and Therapeutic Supplies

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