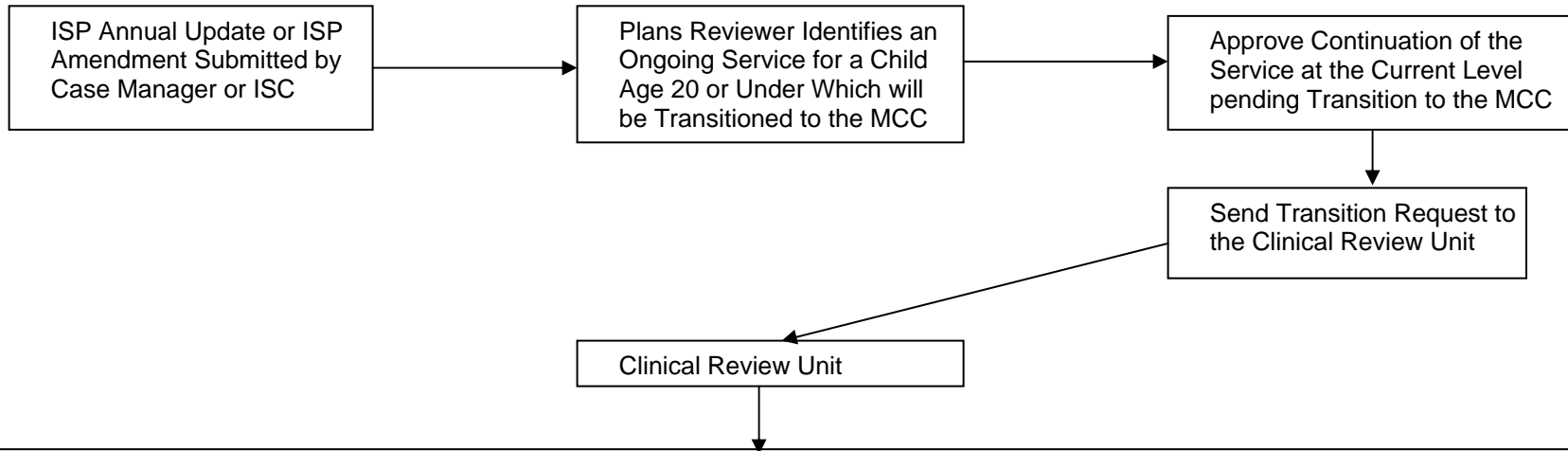


Process for Transitioning Waiver Services for Children to the TennCare Managed Care Contractor (MCC)



- (1) Input the Transition Request into a Tracking System.
- (2) Send written notice to the MCC within 5 working days about the plan to transition the service to the MCC. Attach a copy of all relevant medical information, including the following:
 - Physician's order
 - A copy of the ISP;
 - Applicable clinical/therapy plans of care (specifying the medical diagnosis or functional deficit), assessments, notes, goals and documentation showing progress in meeting such goals;
 - A statement of the purpose of currently authorized services (e.g. to achieve functional gains; to maintain current functional abilities that would be lost without continued services; or to prevent or minimize the deterioration of a chronic condition that would result in the further loss of function); and
 - Any request to increase the currently approved level of services.
- (3) Monitor the tracking system and follow up to ensure that the MCC is responding to the Transition Request. DMRS will notify TennCare regarding any unreasonable delays by the MCC in completing transitioning activities. An unreasonable delay would be (a) failure of the MCC to act on a transition request and to make a medical necessity determination to approve or deny the service within 30 days of the date DMRS submitted the transition request to the MCC; or (b) failure of the MCC to identify a provider for an approved service and to arrange a date for initiation of services within 14 days of the date of approval by the MCC.
- (4) Coordinate with the MCC regarding the appropriate date to transition services. (To prevent service gaps, the transition should not occur until a TennCare MCC provider has been identified, all applicable pre-service activities have been completed, and a specific date has been determined when the provider can begin providing services. Such date must allow adequate time for advance notice of termination of the waiver service.)
- (5) Once the specific transition date has been established, notify the Appeals Unit to generate a notice of termination of service with at least 20 days advance notice (inclusive of mail time) indicating that the service will be terminated on the 21st day from the date of the notice or upon the specific date of transition to the MCC.