**What happens if my child is placed/currently in an out-of-state residential facility when applying for CSED Waiver?**

If an application is being made for a child who is currently placed in an out-of-state residential facility, the following is a step-by-step process that will need to be completed as the process is slightly different from evaluating a child who is in-state.

Instead of having the Independent Psychological Evaluation (IPE) completed by a member of the Independent Psychological Network (IPN) in-state, the Service Support Facilitators (SSF) here at Kepro will complete a Child and Adolescent Functional Assessment Scale (CAFAS) on your child using the documentation provided by you and/or the facility where the child is currently placed. The Medical Eligibility Contracted Agent (MECA) known as PCA will complete an out-of-state desk review of the completed CAFAS to provide a temporary determination so that services can be in place when the child reaches discharge. This process reduces lapse in services from the facility to the in-state placement. An evaluation with a member of the IPN in-state will still be required AFTER the child returns to West Virginia to obtain an official determination for the program.

***Please be advised, this process in ONLY to be utilized for out-of-state placements. For Children and youth in such facilities in-state, the regular process will apply.***

1. Complete the WV-BMS-CSED-1 Application Form.
2. Identify the applicant as currently being placed in a group residential setting out-of-state on the WV-BMS-CSED-1 Application Form. (If you did not have the question below on your Application form, your application was out of date. Please let Kepro know that your child is out-of-state. There is no need to fill out a new application unless you choose to.)

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| --- | --- | --- | --- |
| **Is the applicant currently placed in a group residential setting?** | * Yes, in Wv. | * Yes, Out of State | * No |

1. Submit the completed WV-BMS-CSED-1 to KEPRO via your preferred method by reviewing the instructions on the form.
2. Upon receipt of the WV-BMS-CSED-1, KEPRO will send the legal representative a letter informing the applicant of their next steps in the application process.
3. This letter may include a listing of in-state psychologists who are available to complete the evaluation. **DO NOT CHOOSE A PSYCHOLOGIST** from this list.
4. Instead of choosing a psychologist, you will write “PCA” on the line where you would normally identify a psychologist chosen from the listing (See example below).

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| --- |
| * I choose PCA to complete my Independent Psychological Evaluation (IPE) so that medical eligibility can be determined for the WV CSED Waiver Program. * I consent for the release of all medical records, psychiatric records, substance abuse records, previous evaluations, academic records, social and developmental history for the purpose of an Independent Psychological Evaluation for CSED Waiver Services to the above-named psychologist, BMS and all its contracted agents.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature Date |

1. This will alert KEPRO to the fact that they will need to obtain recent documentation for the child from either the legal guardian, the out-of-state facility, or both.
2. Submit the completed IPN Response form to KEPRO via your preferred method by reviewing the instructions on the form.
3. Notify the facility that a Service Support Facilitator from Kepro will be contacting them to obtain records and/or documentation regarding the child’s evaluations/treatment plans/discharge.
4. Please be advised, **it is important that you provide the contact information for the out-of-state facility to avoid delays in the eligibility process.**
5. Although the SSF will work with the out-of-state facility directly to complete a CAFAS, the SSF may still request additional documentation from the legal guardian as a part of the eligibility process. In this circumstance, the legal guardian is responsible for submitting this additional documentation as requested.

**2. What happens if my child is placed/currently in a residential facility and approved for the CSEDW program, but does not have placement?**

Individuals who are deemed eligible for the CSEDW program have up to 180 days to access services on the program from the date of eligibility determination. The 180 days can assist Bureau for Children and Families (BCF) with finding placement for children/youth approved for the CSEDW program who are currently in either in-state or out-of-state placement. If services are not accessed within 180 days, the child/youth will be discharged from the CSEDW program. If services are still needed, the legal guardian can resubmit another WV-BMS-CSED-1 application form and start the process again for this child.

If the 180 days is needed to assist with finding placement, the legal representative will need to complete the WV-BMS-CSED-12 Request to Continue Services Form and submit this form to Aetna: [ABHWVCSED@aetna.com](mailto:ABHWVCSED@aetna.com).

It is important for this request to reflect the need for the slot to be placed on hold while placement is secured for the individual, which will need to be identified in the narrative section of the form. Below is an example of the language that can be used for the request:

***“Child’s Name” received his/her eligibility determination on mm/dd/yyyy and is currently placed in an out-of-state residential treatment facility. I am requesting to hold his/her slot for 90 days, while we attempt to find placement for him/her. I am anticipating we can secure placement for him/her within the 90 days, but if we are unable to do so, I will request an extension to go past the 90 days.***

Upon receipt of this completed form, the Aetna Care Manager will review the request and either approve the request to hold the slot, request additional information or deny the request. Please note that requests of this nature should not result in a denial unless additional information requested is not submitted or the individual has already exhausted their 180 days.

Upon placement or returning home, the Aetna Care Manager will request that a new WV-BMS-CSED-1 and the IPN Response Form be completed and sent via your preferred method to KEPRO so that the normal evaluation process can be completed to acquire actual determination into the CSEDW program. This means an evaluation must take place with a member of the IPN so that the Independent Psychological Evaluation (IPE) can be completed and submitted to the MECA for determination into the program that will provide services until the Annual Recertification Assessment which will take place 1-3 months prior to your anchor date.

***More Questions? Call 304-343-9663 ext 4483 or 1-844-304-7107***