

2011 Children's Waiver Conference—Maximizing Prescreen Scores Paper Flow Process

(See CW TA Manual 6-1 to 6-5—available on-line at MDCH website)

1. What to look for when deciding whether to submit a prescreen:
 - Is the child developmentally disabled? Meet the criteria for ICF/MR?
 - What daily service needs have been identified?
 - Can these services be provided through CMHSP and other community resources?
 - Is the child at risk for health and safety?
 - Is the child at risk of being placed outside the family home?
2. Beginning the pre-screen process:
 - CMHSP case manager meets with the family to review the program and eligibility criteria.
 - The family decides whether to complete the pre-screen.
 - If the family decides to complete the pre-screen, the CMHSP case manager gathers relevant information, summarizes, and completes the pre-screen form identifying details that document each Factor.
 - The case manager submits the pre-screen to MDCH.
3. When a prescreen arrives at MDCH, the pre-screen is date stamped. Medicaid eligibility is checked. Within 14 days, the pre-screen is reviewed and scored based on the Priority Weighing Criteria. If it appears that the child could be Medicaid eligible, verification is requested.
4. The CMHSP receives a cover letter and a completed scoring form containing the information used to decide the score. The cover letter may contain questions requesting more detail on some items or follow up on diagnostics or Medicaid.
 - The case manager reviews the scoring information and questions with the family, identifies applicable scoring criteria, and updates or clarifies pre-screen information if needed or as changes occur.
5. The Priority Weighing List contains all pre-screen scores. The list is updated each time pre-screens are scored.
 - When a CWP opening becomes available, all pre-screens that have arrived at MDCH are scored before priority status to apply is given to the person at the top of the Weighing List. Medicaid status checked before priority status to apply is given.
 - A new pre-screen is required annually.
 - An update is required within the past six months in order for the person at the top of the list to receive priority status to apply.
 - When changes occur in the child or family situation that would result in a change of score, an update is required.
6. Updates or answers to questions can be submitted in a memo or letter without completing a new pre-screen. A new pre-screen is not required.

Risk of ICF/MR Placement

1. The Children's Waiver Program is intended to serve children who are at risk of ICF/MR placement due to (1) intensity of care needs, AND (2) lack of needed supports in the home and community setting.
2. The CMHSP's assessment that a child is at-risk for out-of-home placement places the child within the priority population mandated for service under the Michigan Mental Health Code.
3. Submission of a pre-screen affirms that (1) the CMHSP's assessment is that the child meets all eligibility requirements for the Children's Waiver Program including risk of ICF/MR placement, and (2) the local CMHSP is responsible for providing services appropriate to meet the child's needs consistent with the Mental Health Code and CMHSP General Fund contract requirements.