

ATP Desk Reference for CO, CFC, MAPC, and ICS

For more information, please reference *LTSS Authorization to Participant Overall Decision/Letter Training Policy Training PowerPoint (3.18.14)*

An ATP should be submitted to notify DHMH:

- 1) If an applicant meets the technical and medical criteria for the waiver/program
- 2) That a participant no longer meets the technical and medical criteria for the waiver/program they are enrolled

The Supports Planner should complete a/an:

- 1) Advisory Authorization ATP - when an applicant has met all technical and medical criteria *except* housing for CO or ICS
- 2) Authorization ATP - when an applicant has met all technical and medical criteria including housing for MAPC, CFC, CO, or ICS
- 3) Denial ATP - when an applicant has not met at least one of the technical and/or medical criteria for MAPC, CFC, CO or ICS
- 4) Disenrollment ATP - when a participant no longer meets all of the technical and/or medical criteria for MAPC, CFC, CO or ICS
- 5) Denial-Overturn ATP – when an applicant’s denial is over-turned through the appeals process for MAPC, CFC, CO or ICS

Things to Remember: Community Options (CO)/Increased Community Services (ICS)

- A signed Freedom of Choice form (option 1 selected) must be submitted *prior to ATP submission*
- An Advisory Authorization ATP cannot be submitted prior to Plan of Service approval
- Do not submit an Advisory Authorization ATP if anticipated discharge date is more than 6 months in the future
- An Authorization ATP cannot be submitted prior to Plan of Service approval
- In Authorization ATPs, the Plan of Service effective date and the date deinstitutionalized must be the same
- In Authorization ATPs for participants/applicants in the community, the Plan of Service effective date must be the current date of the ATP or a few days prior
- Services cannot begin for a client prior to the service effective date, stated on the Authorization ATP and the Approval letter. *Starting May 1st, agencies will be liable for any costs incurred for services rendered prior to ATP approval and the service effective date*
- For Denial/Disenrollment ATPs submitted for deceased applicants/participants, the date of death field must be updated in the client profile and the Plan of Service must be deactivated. Please do not discard the POS.

Things to Remember: Community First Choice (CFC)

- No Advisory ATPs should be submitted
- An Authorization ATP cannot be submitted prior to Plan of Service approval
- In Authorization ATPs, the Plan of Service effective date must be on the 1st or 15th of the month
- Services cannot begin for a client prior to the service effective date, stated on the Authorization ATP and the Approval letter. *Starting May 1st, agencies will be liable for any costs incurred for services rendered prior to ATP approval and the service effective date.*
- For Denial/Disenrollment ATPs submitted for deceased applicants/participants, the date of death field must be updated in the client profile and the Plan of Service must be deactivated. Please do not discard the POS.

Things to Remember: Medical Assistance Personal Care Program (MAPC)

- No Advisory ATPs should be submitted
- An Authorization ATP cannot be submitted prior to Plan of Service approval
- In Authorization ATPs, the Plan of Service effective date and service effective date must be July 1
- Services cannot begin for a client prior to the service effective date, stated on the Authorization ATP and the Approval letter. *Starting May 1st, agencies will be liable for any costs incurred for services rendered prior to ATP approval and the service effective date*
- For Denial/Disenrollment ATPs submitted for deceased applicants/participants, the date of death field must be updated in the client profile and the POS must be deactivated. Please do not discard the POS

DHMH ATP Assignments are broken down by the last name of the client

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|---------|------------------|--|--------------|
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DEWS handles the Enrollment process for the CO wavier and ICS waiver applicants/participants.

Community Options Administrative Division handles the Enrollment process for MAPC and CFC applicants/participants.