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May 21, 2014

Statewide Medicaid Managed Care (SMMC) Policy Transmittal

Policy Transmittal: 14-05

Applicable to:

- Comprehensive Long-term Care Plan
- Managed Medical Assistance Health Maintenance Organization
- Managed Medical Assistance Provider Service Network
- Managed Medical Assistance Specialty Plan

Re: Freedom of Choice Ad Hoc Report

The purpose of this policy transmittal is to advise Statewide Medicaid Managed Care Comprehensive Long-term Care (LTC) plans of a new ad hoc report requirement regarding the freedom of choice selection by LTC plan enrollees in accordance with the federally approved 1915(c) Home and Community Based Services waiver.

The requirement for documentation of freedom of choice is codified in Attachment II-B, Section V.D.4., Monitoring Activities. The Managed Care Plan must provide reports demonstrating case management monitoring and evaluation as specified in Section XIV, Reporting Requirements, and the Managed Care Plan Report Guide; these reports must include the number and frequency of enrollees having executed freedom of choice forms in their files.

The purpose of this form is to provide evidence that each enrollee was aware of their choice between institutional and home and community based services and their actual choice is affirmed on the form. The Comprehensive LTC plans are responsible for maintaining the completed forms in the enrollees' case records.

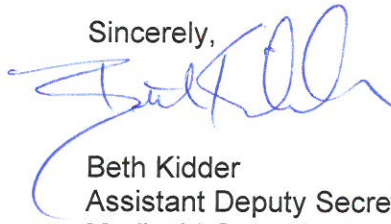
Comprehensive LTC plans must submit an initial "Freedom of Choice Selection" ad hoc report by June 12, 2014 to the Agency's SMMC secure file transfer protocol site. Subsequent reports shall be submitted to the Agency quarterly, within fifteen (15) calendar days after the end of the quarter being reported. Comprehensive LTC plans must submit this report using the enclosed ad hoc report template. The first report shall contain information on **all** LTC plan enrollees. Subsequent reports shall include information for **new** LTC plan enrollees only.

This updated report requirement will be incorporated into the SMMC Contract during the next amendment and included in the next version of the Statewide Medicaid Managed Care (SMMC) Managed Care Plan Report Guide; at that time you may discontinue this ad hoc report submission.



If you have questions or concerns, please contact your Agency contract manager at (850) 412-4004.

Sincerely,



Beth Kidder
Assistant Deputy Secretary for
Medicaid Operations

BK/slc

Enclosure: Freedom of Choice Selection Report Template