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May 21, 2014

Statewide Medicaid Managed Care (SMMC) Policy Transmittal

Policy Transmittal: 14-05

Applicable to:

- LTC Fee-for-Service Provider Service
Network

Re: Freedom of Choice Ad Hoc Report

The purpose of this policy transmittal is to advise 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, Section V., Item N.3., Monitoring Activities. The Managed Care Plan must provide reports demonstrating case management monitoring and evaluation as specified in Attachment II, Core Contract Provisions, Exhibit 12, 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 LTC plans are responsible for maintaining the completed forms in the enrollees' case records.

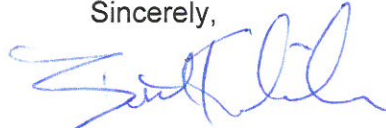
Long-term Care plans must submit an initial "Freedom of Choice Selection" ad hoc report by June 12, 2014 to the Agency's SMMC secure file transfer protocol site. Subsequent reports shall be submitted to the Agency quarterly, within fifteen (15) calendar days after the end of the quarter being reported. Long-term Care 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 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