



Department of Health Care Services
MEMORANDUM

DATE: July 29, 2015
TO: All Assisted Living Waiver (ALW) Care Coordination Agencies (CCA)
FROM: DHCS-LTCD
SUBJECT: Quarterly Reporting and IR Inbox Submission Guidelines

ALW CCAs:

We appreciate your patience as we continue to bring new staff into the ALW program.

It has been extremely helpful to have a process to reconcile status information and ensure it has been accurately submitted and captured.

Quarterly Summary Reports

We will be establishing a process to submit status information on your existing clients in the following categories:

- Submitted and awaiting review
- Pending
- Denied
- Enrolled
- Disenrolled

The attached spreadsheet shall be utilized to submit this information on a quarterly basis. Please ensure you submit this spreadsheet in excel format, any other format will be rejected and sent back for resubmission. In order to get a baseline of information, we are requesting that the first submission reflect the following information:

- All applications currently submitted and pending review
- All applications currently pending enrollment
- All applications denied to date in the CCAs period of participation in ALW
- All beneficiaries enrolled to date in the CCAs period of participation in ALW
- All beneficiaries disenrolled to date in the CCAs period of participation in ALW

Subsequent reports will be for the preceding three month period.

Each category on the attached spreadsheet has a tab of its own. The disenrolled tab has a dropdown box for the 'Reason for Disenrollment' that captures the information we track for reporting purposes to CMS.

Please submit the completed Quarterly Status Reports in an encrypted email to the ALW Incident Report mailbox at: ALWP.IR@dhcs.ca.gov.

Future Quarterly Status Reports should reflect only client status changes made during the previous three month quarter using the schedule below:

Quarter	Due Date
Baseline Status	August 15, 2015
Q3 – July, August, September	October 15, 2015
Q4 – October, November, December	January 15, 2016
Q1 – January, February, March	April 15, 2016
Q2 – April, May, June	July 15, 2016

IR Inbox Submission Criteria

We have created a new process for submitting emails to the DHCS ALW Incident Report inbox. This new process will help streamline processes and ensure that emails are received and responded to in a timely matter. This new process is included as an attachment to this memo.

Please note that moving forward, all disenrollments will need to be submitted to the IR inbox at ALW.IR@dhcs.ca.gov.

As a reminder, all email submission must always be encrypted.

If you have any questions or need additional information regarding these new processes, please contact ALW staff by sending an email to ALW.IR@dhcs.ca.gov.

Sincerely,

(original signed by)

Rebecca Schupp, Acting Chief
Long-Term Care Division

Attachments (2)