

## Conducting the HCBS/LOC Assessment

The HCBS/LOC assessment is completed in two steps.

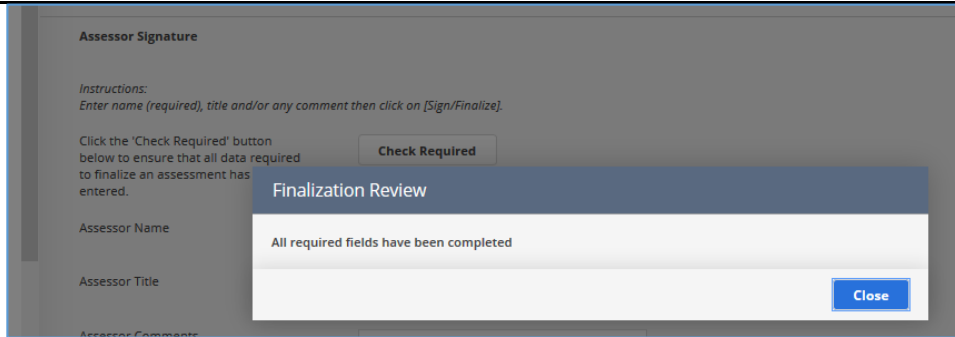
- **Step 1:** Complete the HCBS/LOC assessment with the child/youth and family. This includes responding to every data item in the assessment and signing and finalized the assessment.
- **Step 2:** Review and complete the assessment outcomes with the family. This includes reviewing the eligibility status and signing and finalizing the assessment outcomes. **It is essential that the outcomes be completed.** Signing and Finalizing the HCBS/LOC assessment outcomes triggers the K-codes to be entered for the child/youth’s Medicaid file so HHs, C-YES, MCOs, and others are aware that the child/youth is HCBS eligible. Additionally, the one year of HCBS/LOC Eligibility does not begin until the Outcomes have been signed.

### I. Step One – Completing the HCBS/LOC Assessment

The HCBS/LOC assessment is a tiered assessment with a set of questions to determine Target Population, Risk Factors, and Functional Determination. This assessment is used to determine HCBS eligibility. Upon completion of all the data items in the assessment, the assessor will sign and finalize the HCBS/LOC assessment. These steps are required before viewing and working in the assessment outcomes node that outlines the child/youth’s eligibility.

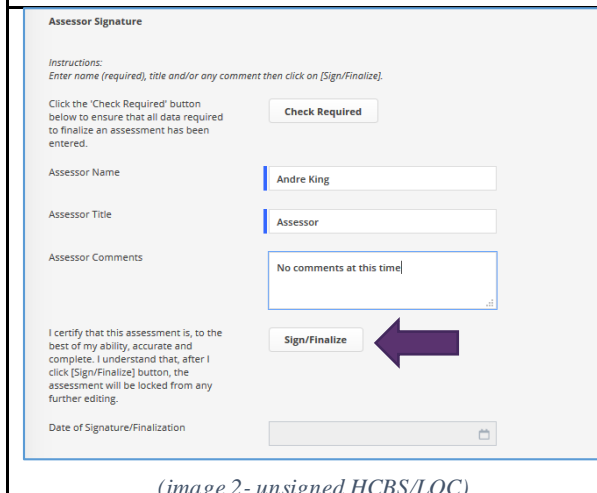
#### Sign/Finalizing the HCBS/LOC Assessment:

- Open the appropriate assessment.
- Select the Sign/Finalize node.
- The assessor must review that all items are complete by using the check required tool at the Sign/Finalize node of the HCBS/LOC assessment.

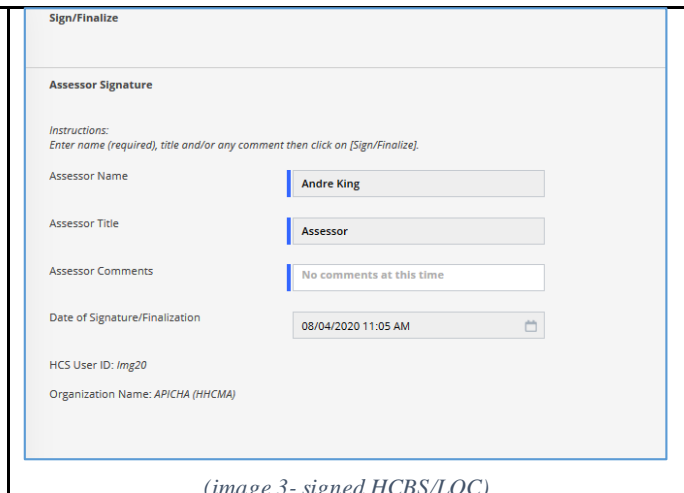


(image 1 Check Required in HCBS/LOC)

- Select to Sign/Finalize.



(image 2 - unsigned HCBS/LOC)



(image 3 - signed HCBS/LOC)

## II. Step 2 – Reviewing HCBS/LOC Eligibility Assessment and Completing Assessment Outcomes

After the HCBS/LOC assessment is Signed/Finalized, the system will evaluate the responses within the completed HCBS/LOC assessment to determine the child/youth's eligibility status for HCBS. This status is displayed in the Assessment Outcomes node. The table below outlines the status and description of the status.


Status	Description of the Assessment Outcome
Yes, eligible	HCBS eligibility period begins for a period of one year, <b>once the Outcomes are signed and finalized</b>
No, not eligible	The child/youth is not eligible but can reapply at any time. NOD is sent after the Outcome is signed and finalized

### Reviewing the Results – Medicaid ID Found for Child/Youth

The assessor is **required** to review the assessment outcomes and share this information with the child/youth and family.

**Summary**

All outcomes must be finalized. Signing and finalizing the outcomes is required to start the one year HCBS Eligibility period for all determinations, including negative results that are appealed.

<b>HCBS/LOC Eligibility</b>	Yes, eligible <span style="float: right;">▼</span>	
Serious Emotional Disturbance	Not selected <span style="float: right;">▼</span>	
Medically Fragile	Yes <span style="float: right;">▼</span>	
Developmental Disability & Foster Care	Not selected <span style="float: right;">▼</span>	
Developmental Disability & Medically Fragile	Not selected <span style="float: right;">▼</span>	

**Outcomes Finalization**

Assessor Name

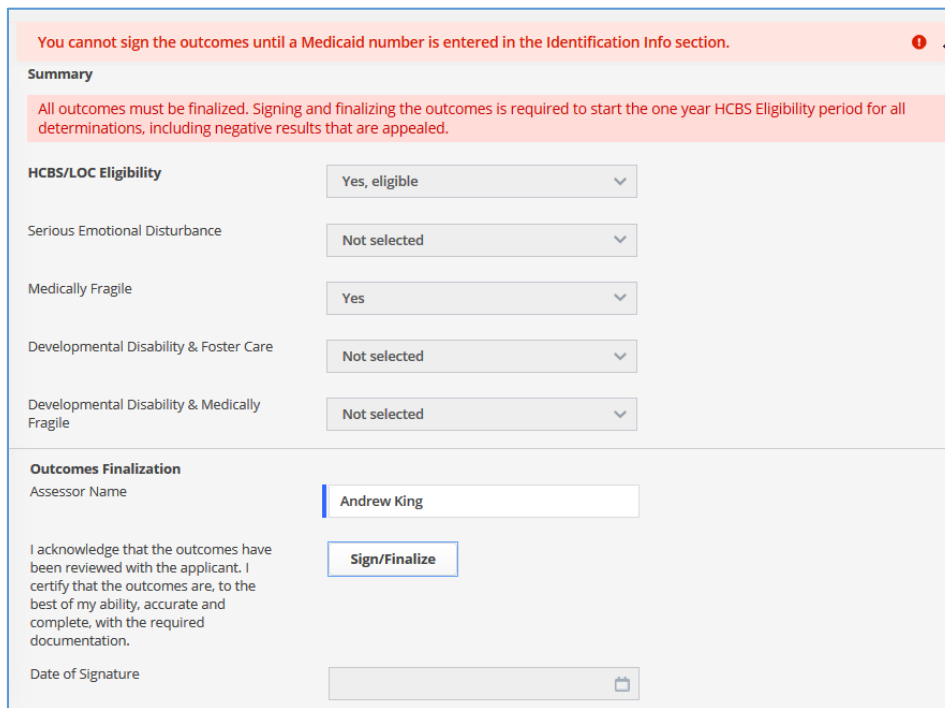
I acknowledge that the outcomes have been reviewed with the applicant. I certify that the outcomes are, to the best of my ability, accurate and complete, with the required documentation.

(image 4- unsigned HCBS/LOC)

# Signing the HCBS/LOC Determination Assessment

## Reviewing the Results – No Medicaid ID Found for Child/Youth (C-YES Assessors)

If the child/youth does not have a valid Medicaid ID found at the Identification Information Node, the assessor will not be able to sign the Assessment Outcomes. Although the outcomes cannot be signed, the assessor can **still** share this information with the family. Subsequently, the family can share the eligibility status with the LDSS/HRA to expedite the process for completing the Medicaid application process.



**You cannot sign the outcomes until a Medicaid number is entered in the Identification Info section.**

**Summary**

All outcomes must be finalized. Signing and finalizing the outcomes is required to start the one year HCBS Eligibility period for all determinations, including negative results that are appealed.

**HCBS/LOC Eligibility**

Yes, eligible

Serious Emotional Disturbance: Not selected

Medically Fragile: Yes

Developmental Disability & Foster Care: Not selected

Developmental Disability & Medically Fragile: Not selected

**Outcomes Finalization**

Assessor Name: Andrew King

I acknowledge that the outcomes have been reviewed with the applicant. I certify that the outcomes are, to the best of my ability, accurate and complete, with the required documentation.

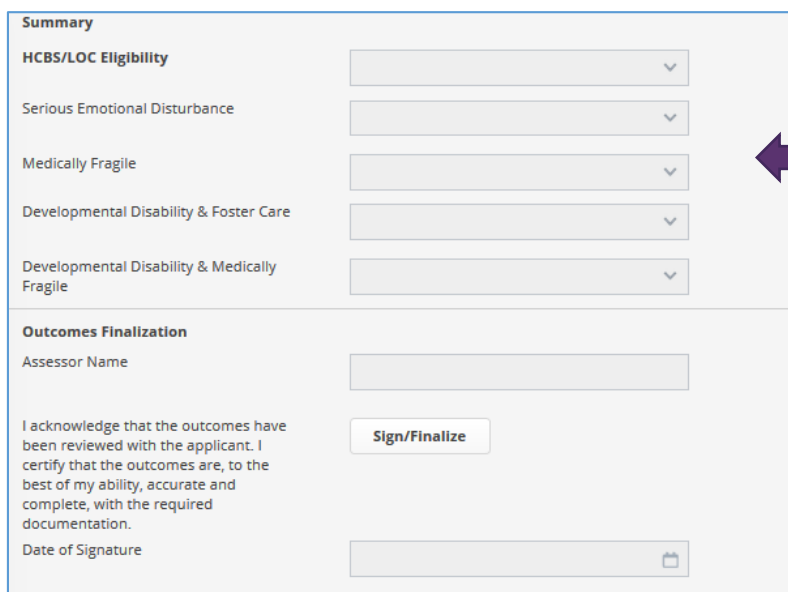
Sign/Finalize

Date of Signature

(image 5- unsigned HCBS/LOC Outcomes – no Medicaid ID)

## Reviewing the Results – HCBS/LOC Assessment Not Signed

If the HCBS/LOC assessment *has not been signed*, the Assessment Outcomes will not display the eligibility results. All data items in the Assessment Outcomes node will be disabled. Before the assessor can share information about eligibility status with the family, the HCBS/LOC assessment **must be signed and finalized**



**Summary**

**HCBS/LOC Eligibility**

Serious Emotional Disturbance

Medically Fragile

Developmental Disability & Foster Care

Developmental Disability & Medically Fragile

**Outcomes Finalization**

Assessor Name

I acknowledge that the outcomes have been reviewed with the applicant. I certify that the outcomes are, to the best of my ability, accurate and complete, with the required documentation.

Sign/Finalize

Date of Signature

All items in the outcomes are disabled/grayed out when the HCBS/LOC has not been signed and finalized.

(image 6- unsigned HCBS/LOC Outcomes – HCBS/LOC not signed/finalized)

## Sign/Finalizing the HCBS/LOC Assessment Outcomes.

- The assessor must review the eligibility status with the child/youth and family.
- Select the appropriate HCBS/LOC in the Navigation Panel to review the summary information.
- Select the Assessment Outcomes node.

Andrea Anderson

- Identification Info
- Assessments
  - 08/04/2020 HCBS/LOC Elig 0-5
    - Reference Date
    - Target Pop Selection
    - Link to CANS-NY
    - Intake / Demographics
    - HCBS/LOC Eligibility 0-5
      - Serious Emotional Disturbance
      - Medically Fragile
      - Dev Disability & Foster Care
      - Dev Disability & Med-Frag
    - Sign/Finalize
    - Assessment Outcomes

**Assessor Signature Summary**

Date/Time	Name	Organization	Action
08/04/2020 11:05 AM	Andre King	APICHA (HHCMA)	Finalize

**Assessment Creation Summary**

Date/Time	User	Organization
08/04/2020 10:59 AM	taguas	APICHA (HHCMA)

(image 7- Selecting the Correct HCBS/LOC Outcomes)

- Review the eligibility status with the child/youth and family.
- Enter your name.
- Click on the Sign/Finalize command button.

Signing and finalizing the outcomes is required to start the one year HCBS Eligibility period, if eligible.

**HCBS/LOC Eligibility**

HCBS/LOC Eligibility: Yes, eligible

Serious Emotional Disturbance: Yes

Medically Fragile: Not selected

Developmental Disability & Foster Care: Not selected

Developmental Disability & Medically Fragile: Not selected

**Outcomes Finalization**

Assessor Name: Andre King

Date of Signature: 08/04/2020

Currently receiving community based services that are meeting their needs.  
 Residential setting is not considered home and community based, and there are no current plans to transition into a HCBS-compliant setting.

(image 8- Select to Sign HCBS/LOC Outcomes)

## Sign/Finalizing the HCBS/LOC Assessment Outcomes (cont.)

- Click on the Sign/Finalize command button

**Outcomes Finalization**

Assessor Name

I acknowledge that the outcomes have been reviewed with the applicant. I certify that the outcomes are, to the best of my ability, accurate and complete, with the required documentation.

Date of Signature

*(image 9- Select to Sign HCBS/LOC Outcomes)*

### III. Summary on Completing the HCBS/LOC Assessment Outcomes

- A. In summary, the assessor can only complete the Assessment outcomes if the following conditions are met:
- The HCBS/LOC Determination assessment is signed and finalized.
  - A Medicaid ID has been entered for the child/youth.
- B. The **REASONS** why signing and finalizing the HCBS/LOC Assessment Outcomes are necessary:
- The assessment outcomes must be reviewed and discussed with the child/youth/family and to issue the appropriate Notice of Decisions.
  - Notifies NYSDOH Capacity Management to assign an HCBS slot.
  - Triggers the K-codes to be entered for the child/youth's Medicaid file so HHs, C-YES, MCOs, and others are aware that the child/youth is HCBS eligible.
  - This allows HCBS providers to serve and claim for services they provide for children/youth who have appropriate K-codes
  - Additionally, the one year of HCBS/LOC Eligibility does not begin until the Outcomes have been signed.