

## CAP-MR/DD Waiting List Procedure

There is no longer a requirement for Single Portal in the State system. For tracking of persons determined to be “waiting” for services, the following procedure has been established for CAP-MR/DD Waiver funded services.

In order to qualify for placement on the CAP-MR/DD waiting list, the consumer must meet the criteria for ICF-MR level of care. Placement on the waiting list does not guarantee services will be funded. Funding for services is based on availability of funds. As funds become available, removal from the list is based upon acuity of need. Final decision for funding is made by Murdoch Center staff based on criteria for the ICF-MR level of care. The criteria for ICF-MR level of care (see pages 6-8 of CAP-MR/DD Manual) requires: mental retardation or similar diagnosis resulting in substantial functional limitations in 3 or more areas of major life activity (self-care, understanding and use of language, learning, mobility, self-direction, capacity for independent living).

1. The Case Manager (regardless of agency represented) for the consumer or the Care Manager for the LME for those with no Case Manager will:
  - Complete the CAP-MR/DD Assessment Tool. DO NOT complete the section labeled LME at end of Assessment Tool.
  - Attach a copy of the most recent psychological evaluation completed for the consumer in question.
  - When appropriate, attach a copy of the most current IEP.
  - Complete an NC SNAP for the consumer if NC SNAP certified.
  - Attach a copy of the completed NC SNAP Profile Sheet (1<sup>st</sup> page of NC SNAP form).
  - Attach any other documentation supporting deficits assessed.
2. The Case Manager or Care Manager will forward the assessment, copy of psychological and any other supporting documentation to the appropriate LME Staff.
3. The documentation will be reviewed against CAP-MR/DD guidelines to assess if the documentation includes data that meets criteria for ICF-MR level of care and thus qualifying the individual for placement on the waiting list for CAP-MR/DD waiver funded services.
  - If additional information is needed, the LME staff will coordinate with the Case Manger or Care Manager to secure that information.
  - If the documentation submitted is assessed to warrant placement on the waiting list, LME staff will communicate with the Case Manger or Care Manager and the consumer/guardian in writing with any recommendations for alternate service resources.
  - Individuals are placed on the waiting list in the order that they are referred using the date on the Assessment Tool; however, removal from the list is based on the degree of need.
4. If initial and follow-up documentation is not assessed to warrant placement on the waiting list, LME staff will communicate this with the Case Manager or Care Manager and the consumer/guardian in writing with any recommendations for alternate service resources.

Be reminded that access to CAP-MR/DD waiver funded services is based on the acuity of need and availability of funds. Time frames for availability of these funds for additional consumers cannot be determined thus LME staff cannot provide an estimated time for receiving funding. In addition, placement on the Waiting List does not guarantee CAP-MR/DD waiver funding. Final determination is made by Murdoch Center staff.