

Level I Waiver

Pre-screen Tool and Protocol Frequently Asked Questions (FAQ)

1. What is a Pre-screen?

The Pre-screen is a tool designed to identify concerns related to health and safety before an individual is enrolled on the Level I waiver. It is not designed to ‘screen’ individuals from the Level I waiver, but to assist individuals, families and county boards in understanding potential health and safety concerns in the Individual Service Plan (ISP) before they happen.

2. What is the Pre-screen protocol?

A protocol is a term used to describe a specific manner in completing a task, in this case, responding to the Pre-screen items. When the Pre-screen is completed by conducting an interview, a protocol is followed to assure that the results of the pre-screen are as accurate as possible. Inaccuracies occur when additional questions are asked that may lead the person responding to answer in a particular manner.

3. Who is responsible for assuring the Pre-screen Tool is administered prior to the individual being recommended for enrollment on the Level I waiver?

The person responsible for service and support administration at the county board of MR/DD is responsible for completion of the Pre-screen prior to the development or revision to the ISP and prior to the enrollment of the individual for Level I waiver services. If you are conducting an interview to complete the Pre-screen, it is very important in asking the questions that additional information, or rephrasing of the questions, does not occur. These actions may result in an inappropriate response to the question and jeopardize the individual’s enrollment on the Level I waiver.

4. For whom should a Pre-screen be completed?

A Pre-screen should be completed for all individuals who are seeking enrollment on the Level I waiver.

5. Why does a Pre-screen need to be completed?

The Pre-screen was created to specifically identify concerns that clearly need to be addressed on the ISP for the individual to assure health and safety before enrollment on the Level I waiver.

6. When is the Pre-screen to be completed?

The Pre-screen is to be completed before the ISP is developed or revised for Level I waiver enrollment.

7. Do we send a copy of the Pre-screen to the ODMRDD waiver eligibility unit?

No. The pre-screen is to be kept as part of the county board’s official waiver file for the individual.

8. *Where is the Pre-screen to be completed?*

It doesn't matter where the Pre-screen is completed as long as the information used to respond to the Pre-screen comes from the individual, his or her parent or guardian or other person who knows the individual well. The information may also be obtained from current assessments of the individual.

9. *Who is involved in the Pre-screen process?*

The individual is the most important person in this process. Hopefully, that person can answer the questions on the pre-screen for him/herself.

The county board staff person responsible for Service and Support Administration (SSA) should complete the Pre-screen. What is important is that the information used to respond to the Pre-screen comes from the individual, his or her parent or guardian or other person who knows the individual well. Other people can be involved. A direct support person who is already involved with the individual could provide the reliable information. A friend, neighbor or teacher can also provide valuable information.

10. *What if a concern is identified?*

If a concern is identified in the Pre-screen process, the concern(s) must be addressed in the ISP.

11. *Where do I document a concern identified on the Pre-screen has been adequately addressed?*

Any concern(s) identified in the Pre-screen are documented in the ISP. No other documentation to demonstrative that the concern has been addressed is necessary.

12. *Who has authority to determine if an individual has all concerns related to health and safety adequately addressed and included in the ISP?*

The county board staff person responsible for service and support administration has the authority to determine if health and safety can be met with services in the ISP.

13. *Who signs the Pre-screen?*

The Pre-screen is required to be signed by the person completing it – the person responsible for service and support administration.

14. *What do I do with the Pre-screen once it's completed?*

The Pre-screen is to be placed in the official waiver file for the individual at the county board. The Pre-screen should NOT be sent to the ODMRDD Waiver Eligibility unit.

15. How long is the Pre-screen valid?

The Pre-screen is considered valid and current from the time of its completion until a significant change in condition occurs for the individual. A significant change in condition is a major change in the individual's life, services or supports that requires a substantial alteration in service delivery and revision to the ISP in order to assure health and safety. An example is a dramatic decrease in the number of hours of voluntary caregiver services. Once such an event occurs, the pre-screen is to be again completed, and the ISP updated to address any additional concerns with health and safety. It is appropriate to understand that the Level I waiver services, along with Medicaid State Plan and non-waiver services, can be adjusted to adequately address the changing service needs of the enrollee. When adjustments no longer address the health and safety concerns of the individual, other service delivery options may be more appropriate to support the changes in the enrollee's life.

16. What responses on the Pre-screen indicate a health and safety concern that must be addressed in the ISP?

A health and safety concern is identified when the Pre-screen indicates any of the following:

- Person lives alone. (*Response to Question 1- 'lives alone'*)
- Person does NOT have routine voluntary caregivers. –(*Response to Question 2- 'NO'*)
- Person requires direct care staff trained in special health care procedures. (*Response to Question 3- 'yes'*)
- Person is not independent in mobility.
(*Response to Question 4- 'Requires assistance in transferring and moving'*
OR
Response to Question 4 - 'No mobility (must be transferred or moved)')
- Any occurring maladaptive behaviors within the last 12 months.
(*Response to Question 5- any boxes checked in columns EXCEPT 'no occurrences'.*)
- Any occurring threatening behaviors within the last 12 months.
(*Response to Question 6- - any boxes checked in columns EXCEPT 'no occurrences'.*)