



AUGUST 2018

MCO HCBS BULLETIN 18152

**Person-Centered Service Plan
Provider Requirements**

On July 9, 2018, the new requirements for the Person-Centered Service plans (Service Plan) went into effect. All Home and Community Based Services (HCBS) providers are now required to sign the Service Plan prior to the implementation of HCBS. The provider's signature indicates that the provider is willing and able to provide the applicable authorized services in the scope, duration, and amount specified in the Service Plan. This is required for all new and annual Service Plans and any revisions that are applicable to the provider. The managed care organization (MCO) will not provide authorization to a provider until the provider has signed the Service Plan. The MCO will proceed with authorizing services for providers who have signed the Service Plan.

The MCOs are required to begin HCBS waiver services within 14 business days of being notified that the individual has been found functionally and financially eligible for HCBS. To meet this timeline, the HCBS providers need to review and sign the Service Plan as quickly as possible.

If the only willing provider of HCBS waiver services in an area refuses to sign the Service Plan, the MCO will report this to the Kansas Department for Aging and Disability Services (KDADS). KDADS will follow up directly with that provider.

Annual Service Plan Reviews

The MCOs are required to notify the HCBS provider that a Service Plan meeting has been scheduled for the individual the provider is currently serving. The HCBS provider may attend the Service Plan meeting but is not required to attend. However, provider signatures may be obtained at the Service Plan meeting helping to ensure providers are not penalized for failing to sign the Service Plan. Failure to sign a Service Plan could result in loss of payment for any services provided prior to the MCO obtaining a signature from the applicable provider.

Additional Information

For additional details regarding the Person-Centered Service planning process, refer to the policies posted on the [Home and Community Based Services Policies](#) page of the KDADS website.