



Waiver DTR Situations: What Do I Do If?

Updated: 1.1.18

#	Situation	Type of DTR Decision	Reason Code	Comments	UCare
1	Unable to reach member to schedule assessment.	Termination	1614	If no response is received from member, close the waiver and issue a termination DTR for each service. Use type of service 2150: Close EW-Eligibility.	<i>*UCare will issue a 10 business days' notice of continuation of services from date letter issued</i>
2	Member refuses assessment.	Termination	1114		<i>*UCare will issue a 10 business days' notice of continuation of services from date letter issued</i>
3	Member goes into a nursing home and will stay longer than 30 days.	Termination	1621	Use type of service 2150: Close EW-Eligibility. DTRs (denials) will also need to be issued for each waiver service the member received.	<i>*UCare will issue a 10 business days' notice of continuation of services from date letter issued</i>
4	Member decides to stop or reduce a waiver service.	Termination	1602		<i>*UCare will issue a 10 business days' notice of continuation of services from date letter issued</i>
		Reduction	1615		
5	Member died.	NA	NA	No DTR required. Verbally notify providers, if applicable. Submit "Member Death Notification Form" to UCare.	NA

6	Member no longer with UCare.	NA	NA	Do not do a DTR. We are unable to issue because member is no longer active in our system	NA
7	Member is receiving extended medically necessary services (extended PCA; extended home health care) and extended services need to be reduced or terminated.	Complete UCare's PCA/Home Health Communication Form fax to the number on the form.		UCare must review the DTR for this waiver service. If the extended medical service is ending due to member's admission to a nursing home, no DTR is required but verbally notify provider.	NA
8	Member decides to end waiver services/Rate Cell B in order to remain under CAP for PCA.	Termination	1602		<i>*UCare will issue a 10 business days' notice of continuation of services from date letter issued</i>
9	Member no longer qualifies for Waiver due to change in finances.	Termination	1114	Use type of service 2150: Close EW Eligibility.	<i>*UCare will issue a 10 business days' notice of continuation of services from date letter issued</i>
10	Member is assessed and is not eligible for waiver. (Member is a Rate Cell A.) Member is not requesting waiver service.	NA	NA	No DTR is required for "waiver ineligibility" if member is not requesting waiver services.	NA
11	Member is assessed and is not eligible for waiver. (Member is a Rate Cell A.) Member is requesting waiver service.	Denial	1114	Use type of service code for the particular service.	Effective date: 1 day from date letter issued

12	MSHO member did not complete renewal paperwork and is within 90 day grace period.	NA	NA	Services continue during grace period; if member completes paperwork, no DTR needed. <u>Note:</u> MSC+ members do not have a 90 day grace period.	NA
13	MSHO member did not complete renewal paperwork and it is past day 90.	NA	NA	Do not do a DTR. We are unable to issue because member is no longer active in our system.	NA
14	Member leaves state/country for a period of time. Waiver remains open in MMIS.	Termination	1603	CC verbally notifies the provider to stop services, effective (date), and document notification. If, in the CC's judgment, the member and provider should receive written notification regarding the stoppage of services, issue a DTR.	<i>*UCare will issue a 10 business days' notice of continuation of services from date letter issued</i>
15	Member leaves country for an extended period of time; CC makes decision to close waiver in MMIS.	Termination	1114	Issue denials for each service and one for eligibility.	<i>*UCare will issue a 10 business days' notice of continuation of services from date letter issued</i>
16	Member moves out of the provider's service area but remains within Minnesota.	NA-unless member decides to terminate service. <i>If member decides to stop service, issue a Termination.</i>	NA 1602	The CC should notify the provider (preferably by fax) regarding the stoppage of service and document the notification. If the service requires a waiver service approval form (WSAF), the CC should complete and send a new WSAF that indicates the service end date with the current provider.	NA <i>*UCare will issue a 10 business days' notice of continuation of services from date letter issued</i>
17	Member moves out of state.	Termination	1114	Use type of service 2150: Close EW Eligibility.	<i>*UCare will issue a 10 business days' notice of continuation of services from date letter issued</i>

18	Member does not meet criteria for NH-LOC	Termination	1622	Issue a DTR for Eligibility and each service.	<i>*UCare will issue a 10 business days' notice of continuation of services from date letter issued</i>
19	CC doesn't know if a DTR is needed.	Select type of Determination: Denial, Termination or Reduction	Select reason for determination	When in doubt, complete the DTR notification form. We'll determine whether a DTR is required. Most situations will require a DTR in order for the member to receive appeal rights information; and member and provider to receive written notification regarding the determination.	<i>*UCare will issue a 10 business days' notice of continuation of services from date letter issued</i>