

ODP Operational Guides for Appendix K: Emergency Preparedness and Response to the P/FDS, Community Living, Consolidated and Adult Autism Waivers

[ODP Announcement 20-027](#) provides information regarding the Appendix K that ODP submitted to the Centers for Medicare and Medicaid Services in response to Coronavirus (COVID-19), requesting temporary amendments to the approved 1915(c) waivers during this emergency.

The purpose of the Operational Guide is to provide guidance to Providers (including services rendered under a participant-directed services model), Supports Coordination Organizations, Administrative Entities, and ODP to ensure adherence to the conditions of the emergency amendments approved in Appendix K and provide specific guidance on process, documentation, and health and safety measures.

The two Operational Guides apply to services rendered under the Person/Family Directed Support, Community Living and Consolidated Waivers, and the Adult Autism Waiver accordingly. The Operational Guide applies only to participants impacted by COVID-19. Examples include participants impacted due to staffing shortages, a COVID-19 diagnosis for the participant or a participant's housemate or caregiver, and closures of service locations (residential homes, Community Participation Support service locations, etc.). For any requirement not listed in the Operational Guide for Appendix K, refer to the current approved ODP waivers.

Provider - ISP Tracking Template - For ID/A providers only

Intellectual Disability/Autism Providers may use the ISP Tracking template to coordinate and track plan changes with their SC and AE organizations. For ease of use, we would recommend utilizing one file for each AE/SCO combination. In other words, include all individuals for each AE/SCO combination on one file and save the file as "provMPLaesco". This will facilitate updating and approval.

- Step 1...Cell B1: Enter provider name
- Step 2...Cell B2: Enter provider MPI (9 digits)
- Step 3...Cell A5: Enter individual MCI (9 digits)
- Step 4...Cell B5: Select authorizing AE from dropdown
- Step 5...Cell C5: Select updating SCO from dropdown
- Step 6...Cell E5: Enter applicable Service Location Code (4 digits)
- Step 7...Cells F5 thru J5: Select applicable Service and Code dropdowns
- Step 8...Cell K5: Enter number of units needed or affected
- Step 9...Cell L5: Select appropriate Action
- Step 10...Cells M5 and N5: Select requested Effective and End Dates
- Repeat steps 3 thru 10 for each individual/service combination needing update
- Columns O and P can be used by SC and AE to record comments or completion in HCSIS

Training Schedule:

ODP is presenting a series of webinars to help inform all stakeholders of the waiver changes included in Appendix K. The first three trainings offered are specific to the Appendix K Operational Guide. Sessions are presented to a targeted audience. An opportunity will be provided for attendees to present questions. A recording of the sessions will be posted on MyODP.org within 3 hours after the session concludes.

As a part of this training series, beginning Friday, March 27, 2020, ODP will offer Virtual Office Hours (VOH) dedicated to Appendix K. The VOH format allows for an unscripted presentation of materials. These are live sessions, wherein the content provided is based on audience need and participation. Attendees may seek technical assistance or resources from ODP staff who are versed in the contents and operational guidance pertaining to Appendix K. Each session is directed toward a specific audience. Available sessions include:

COVID-19 ODP Operational Guidance to Appendix K for Administrative Entities

Date: Tuesday, March 24, 2020 (One session only)

Time: 3:30 - 4:30 pm

Register [here](#).

COVID-19 ODP Operational Guidance to Appendix K for Supports Coordination Organizations

Date: Wednesday, March 25, 2020 (One session only)

Time: 9:00 - 10:00 am

Register [here](#).

COVID-19 ODP Operational Guidance to Appendix K for Stakeholders

Date: Wednesday, March 25, 2020 (One session only)

Time: 10:30 - 11:30 am

Register [here](#).

COVID-19 ODP Virtual Office Hours: Residential Services - Program and Licensing Discussion on Appendix K

Date: Friday, March 27, 2020

Time: 9:30 - 10:30 am

OR

Date: Monday, March 30, 2020

Time: 09:30 - 10:30 am

Register [here](#).

COVID-19 ODP Virtual Office Hours: Community Participation Supports - Program and Licensing Discussion on Appendix K

Date: Friday, March 27, 2020

Time: 1:00 - 2:00pm

OR

Date: Monday, March 30, 2020

Time: 2:30 - 3:30 pm

Register [here](#).

COVID-19 ODP Virtual Office Hours: Provider Billing Discussion on Appendix K

Date: Monday, March 30, 2020 (One session only)

Time: 1:00 - 2:00 pm

Register [here](#).

Attachments:

[Operational Guide for Appendix K v1.0 for the Person/Family Directed Support, Community Living and Consolidated Waivers](#)

[Operational Guide for Appendix K v1.0 for the Adult Autism Waiver](#)

[Provider - ISP Tracking Template](#)