

## Administrative Entity Checklist when working with an individual who has/may have a Medically Complex Condition

To ensure all steps are completed for the individual with a medically complex condition to receive the services they need, all boxes must be checked.

### DP 250 Completed

- Individual enrolled using the Medically Complex criteria OR the DP 1090 was completed for those enrolled under ID/A.

### Review of DP 1090

- AE reviews the DP 1090. AE verifies the individual has a medically complex condition. Individual meets all criteria.

### Provider Qualifications for "Medically Complex" Life Sharing Reviewed for:

- The provider:  
*\*A provider who is going to provide "Medically Complex" Life Sharing (W0062 or W0063) MUST meet all Life Sharing qualifications.*  
*\*Current providers who are already providing Life Sharing to the individual and are not qualified to render "Medically Complex" Life Sharing, may continue to bill for same Life Sharing that is currently provided. Only if: the AE verifies that the ISP team has decided that continuing with that current provider is what is needed. If not, the AE needs to ensure the necessary steps are being followed to find a new and qualified provider.*

- The Life Sharing Host Family meets the qualification of having a high school diploma or a G.E.D. to render the "enhanced" Life Sharing service

### Correct Procedure Code is in the ISP / Authorization of ISP

- The AE must verify that the Life Sharing procedure code is correct on the individual's ISP