Human Services and Health Department Policies and Procedures

POLICY TITLE	POLICY NUMBER
CLTS Purchase Policy	327

APPROVED BY	APPROVAL DATE	EFFECTIVE DATE
Becky Bell	2/5/26	2/5/26

DIVISION	PROGRAM
Clinical and Family Services	Children's Long Term Support (CLTS)

POLICY STATEMENT AND PURPOSE

County Waiver Agencies (CWA) must implement a consistent procedure for actively engaging the participant/family to drive the development of the Individual Service Plan (ISP) as outlined in the Deciding Together Guide to establish child specific outcomes. Some components of this procedure will include:

- A team approach that includes the participant's chosen support people
- Consideration of the cost-effectiveness and regulatory review
- Monitoring progress and revising as needed

PURCHASE OF SPECIALIZED MEDICAL AND THERAPEUTIC SUPPLIES:
Specialized Medical and Therapeutic Supplies as defined within the Medicaid Home and Community-Based Services (HCBD) Waiver Manual for the CLTS Waiver Program identifies the use of this service in relation to maintaining a participant's health, managing a medical or physical condition, improving functioning, or enhancing independence. This includes, but is not limited to; preventing regression of a participant's condition, maximizing integration within the community, or promoting and enhancing peer interactions and social inclusion.

PURCHASE OF ITEMS AND SUPPLIES FOR SAFETY PLANNING AND PREVENTION:
Safety Planning and Prevention as defined within the Medicaid Home and Community-Based Services (HCBD) Waiver Manual for the CLTS Waiver Program identifies the use of this service in relation to reducing risk or danger to help keep the participant safe in their homes and communities. Items and supplies necessary for safety and emergency preparedness must be related to the participant's disability, which support the participant's unique needs and increase the family's capacity to care for the participant in their home and community.

PROCEDURE(S)

Request for non-urgent items / services are only able to be made during a team meeting. Typically, these team meetings occur at the child's 6-month review and annual recertification dates, during home visits. If there are emergent situations or needs, those will be addressed as they arise, and additional requests can be approved at other times with supervisor approval.

A decision to either authorize or deny an item or service requested by a participant should be made timely to support the participant's access to the item or service and must be made within 14 calendar days from the date of the

request and the Deciding Together Guide was completed. If the decision cannot be made within 14 calendar days, a note must be entered by the service coordinator (SSC) to explain the reason for this delay. Families should allow up to 30-60 days from the approval to receive the delivery of items or the start of services.

If a request for a specialized medical and therapeutic supply is made, the SSC will follow the steps outlined in this purchase policy along with:

* Funding requests for any specialized medical and therapeutic supplies or assistive technology must be made by the parent/guardian and accompanied by a recommendation from a professional currently working with the child, i.e. speech therapist, occupational therapist, psychologist, mental health therapist, autism specialist, etc.
    * All supplies and services require a professional recommendation; however, items purchased for safety purposes or for an ongoing need may be made without a recommendation at the discretion of the SSC.
    * If there is a lack of professional to write a letter of recommendation, a conversation with the supervisor is necessary before a purchase can be approved.
* A discussion has taken place between the parent/guardian and SSC as to how the child will learn to use the item and/or equipment. In some cases a phone call conversation may be best.
* There must be a clear outcome for the purchase.
* The item was denied or is not allowed by private insurance or medical assistance.
* The item is an approved use of CLTS or CCOP funding.
* There will be no new or upgraded item or supply purchased for the same child for a period of one (1) year. Any new or upgraded equipment requests received after the first year must also be accompanied by a new recommendation from a professional currently working with the child. The program will not fund for a second item or equipment that duplicates the functionality of the first device.
* Repairs will need to be reviewed in discussion with the parent/guardian, service provider and SSC. Repairs for the equipment/device that duplicate prior repairs will not be covered.
* Lost or stolen items will not be replaced.
* Most items purchased would be expected to "follow the child", meaning that two of the same item will not be purchased in the case of a situation where the child moves between parents in two different households. Exceptions to this may exist, but if there is a specific need for the same item in each household, this will need to be approved by the supervisor.

If a request is approved, the SSC will complete and submit a Request for Funding form regarding the requested item or service for approval to their Supervisor. Once approval is granted by both the Supervisor and Division Manager, the RFF is returned to the SSC and sent to appropriate fiscal personnel. Then, the SSC can begin the purchase process. SSCs will coordinate with the participant and family/guardian to determine if the item(s) will be shipped directly to the participant's residence or delivered by the SSC.

If the request is denied, the SSC will complete 8.2.2 Notice of Action (NOA).

When considering approval, the SSC will take into consideration:

- Function of the participant's behavior
- Participant's specific needs
- Identified outcome(s)
- How the item meets the participant's needs
- Duplication of services
- What else the participant may currently have in their home, community, and/or through CLTS/CCOP