

DMAS-97A/B, the Personal Preferences Tool and the Plan for Supports

The following guidance applies to individuals with Developmental Disability Waiver who do not meet eligibility for services under Early and Periodic Screening, Diagnostic and Treatment (EPSDT) and who receive services from non-DBHDS licensed providers or under the consumer-directed model of personal assistance, respite, or companion services. Authorization of these services for providers licensed by DBHDS and under EPSDT (see Medicaid Memo dated 9/8/17) must complete a Plan for Supports (Part V).

When the Support Coordinator adds an outcome for a provider under the "**Eligibility-based**" type in the *Part III – Shared Planning* section of an Individual Support Plan (ISP), the provider will have access to, and will need to complete, a *Part V – Plan for Supports* in WaMS.

Part III Shared Planning

Edit Shared Planning

Life Area: * Select Type

Desired Outcome: *

I no longer want/need support when: *

Types of Support: *
Select Type
Relationship-based
Community-based
Eligibility-based

Support Providers:

Start Date: *

End Date: *

Note: The "**Eligibility-based**" support type is the proper category to select for *waiver services* in the Part III. Once the outcome is added, the provider will then be able to add their Part V to the ISP in WaMS.

If the provider is a Home Care Organization / service facilitator, the **DMAS-97 A/B** and the **Personal Preferences tool** can be use in-lieu of the Part V; however, when the Support Coordinator adds an outcome using the *Eligibility-based* type (waiver service) as shown above, the functionality of WaMS requires the Part V to be completed by the provider.

The solution is complete the **DMAS-97 A/B** and the **Personal Preferences tool** forms, upload them as attachments to the ISP and enter a *summary of support* in the Part V. This process is called the *Part V - Plan for Supports "Modified Use"* and should be followed using the steps below:

PART V - THE MODIFIED USE

Once the Support Coordinator has added an *Eligibility-based* outcome for the provider, the provider should:

- Add** the *Part V. Plan for Supports* to open the Part V summary section in WaMS.

Part V: Plan for Supports - Summary Status: In Progress

-
-
-
-
-

Note: Only the **Service and Outcomes** and **Signature** sections are required for the Modified Use ISP.

2. Edit Service and Outcomes.

a. Add Effective Date and Service type for the Overview section.

b. Add Outcome (top right). Add each outcome separately.

Service and Outcomes

Overview [Add Outcome](#)

Effective Date*

Provider

Service*

Comment

Manage Service and Outcomes List [Delete](#)

Service and Outcome # 1

Desired outcome*

Life Area

I no longer want/need supports when...

Start Date

End Date*

Activities

Supports Activities*

I no longer want/need supports when...

What to record

Is the activity skill building* Yes No

How often

By when*

[Add New](#)

c. Select the Desired Outcome (assigned by the Support Coordinator and auto-populated from Part III).

Manage Service and Outcomes List

Service and Outcome # 1

Desired outcome*

Life Area

I no longer want/need supports when...

Start Date

End Date*

Note: The Life Area, I no longer want/need support when..., and Start and End Date sections are auto-populated. Only the end date can be changed. The other options are grayed out and not editable.

Manage Service and Outcomes List

Service and Outcome # 1

Desired outcome * Outcome 1

Life Area Work and Alternates to Work

I no longer want/need supports when... Outcome 1

Start Date 06/22/2018

End Date * 06/21/2019

- d. Add a **summary** of support activity in the *Supports Activities* field.
- e. Select **Yes** or **No** if the activity is or is not skill building.
- f. Select the appropriate **By when** date.

Manage Service and Outcomes List

Service and Outcome # 1

Desired outcome * Outcome 1

Life Area Work and Alternates to Work

I no longer want/need supports when... Outcome 1

Start Date 06/22/2018

End Date * 06/21/2019

Activities

Supports Activities * Support Activity

I no longer want/need supports when...

What to record

Is the activity skill building * Yes No

How often

By when * 06/21/2019

[Add New](#)

Note: Only sections highlighted in green are required for the **Modified Use** process.

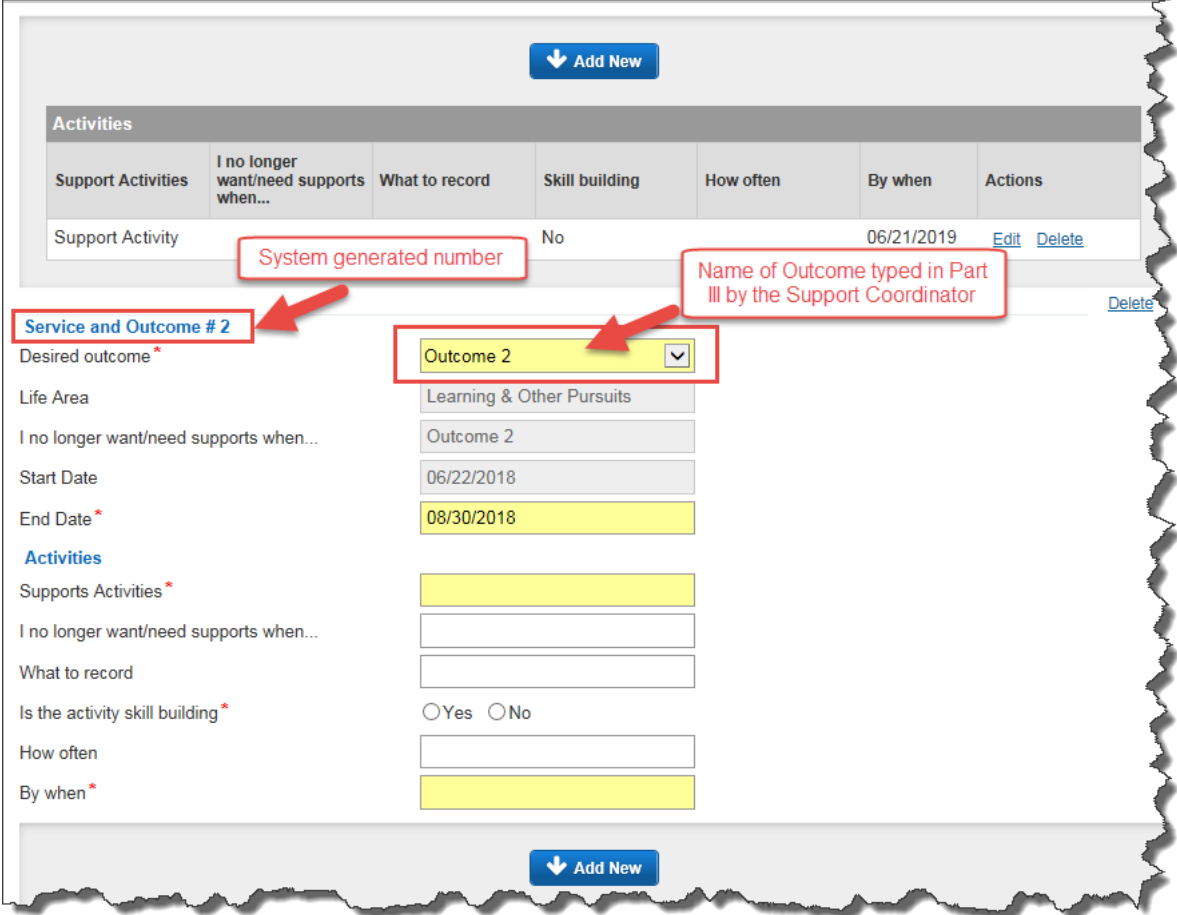
- g. Click on **Add New** to add the outcome to the *Activities* section.

Activities						
Support Activities	I no longer want/need supports when...	What to record	Skill building	How often	By when	Actions
Support Activity			No		06/21/2019	Edit Delete

h. **Save** the outcome.

If there are additional outcomes to add, scroll to the top and click on **Add Outcome**. A new "Service and Outcome" section is added below the previous "Activities" section.

Note: Providers should add each outcome separately as are assigned in Part III in order to complete Part V in WaMS.



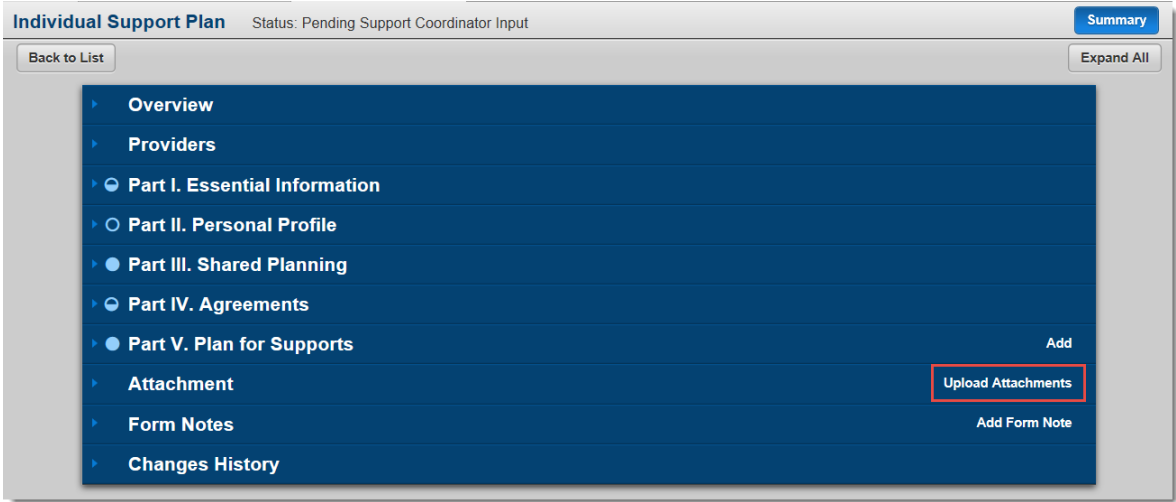
If you disagree with an outcome, contact the Support Coordinator by phone to discuss and resolve. If alternate wording is needed, the language can be corrected in the revisions after completing the initial Part V.

When an outcome needs to be changed after the *Part V. Plan for Supports* has been Completed in WaMs, the provider must **“revise”** it in WaMS.

Once changes are made and submitted, the Support Coordinator will provide approval directly in WaMS. This will end the affected outcome(s) making the changed outcome active.

For step-by-step instructions, including signature requirements, please see **Section 4.3.6 - Revise Part V** in the *WaMS Provider User Guide* (located on the WaMS Home Page, Training Manuals, Webinars, and FAQs section).

UPLOAD ATTACHMENTS



1. Click on **Upload Attachments**

- a. Click on **Attach File**.
- b. Select the file to upload and click **Open**.
- c. Select **Other** as the *Category* and type a description in the **Comments** field.
- d. Click on **Upload**. *The file is attached and available in the Attachment section.*

Note: Once a provider is added to the ISP, that provider will be able to upload attachments. Uploaded attachments are viewable by the uploading provider and the CSB / Support Coordinator (but not by other providers who have been added to the ISP).

Repeat steps above to add additional attachments.

- Click the triangle next to *Attachments* to expand the category and click on the Document Name to download added attachment(s).
- Click the triangle next to *Attachments* to expand the category to delete attachment(s).

Attachment					Upload Attachments
Create Date	Document Name	Category	Description	Uploaded By	Action
08/27/2018	DMAS-97AB.pdf	Other	DMAS-97A/B August 27, 2018	ISP Approver SunnyDay(Provider - Sunny Day)	Delete

Note: Attachments can only be deleted by the person who uploaded it.