

Waiver Slot Assignment Committee (WSAC) Session Operations

1. When a new or existing slot becomes available for assignment/reassignment, the Community Services Board/Behavioral Health Authority (CSB/BHA) will contact the Regional Support Specialist (RSS) to verify the number of slots available and to initiate a new *WSAC Session*.
 - The CSB/BHA and RSS may discuss potential timeframes for the meeting with awareness that the length of the meeting cannot be determined until the individuals to be reviewed have been identified.

2. Once slots are confirmed by the RSS, the CSB/BHA will use the slot review formula to determine the number of individuals that must be reviewed by the WSAC.
 - Using the Wait List function in WaMS, the CSB/BHA and RSS will confirm individuals in Priority 1 status whose Critical Needs Score places them in the group of individuals to be reviewed by the WSAC.
 - This list of names is referred to as a *review pool*.
 - ✓ A copy of the review pool will be saved by the CSB/BHA and the RSS for future reference, should any changes occur.
 - If an individual comes to the attention of the CSB/BHA after the review pool has been set (and up to 2 business days before the scheduled WSAC meeting), whose Critical Needs Score places them in the range of individuals for review, the CSB will promptly contact the RSS to inform him/her of this situation and any needed changes to the review pool will be made.
 - If the individual is tied for the lowest Critical Needs Score, no one will be removed from the pool.
 - If the individual's Critical Needs Score is higher than the cut off point of the review pool, the lowest ranked person(s) will be removed.

3. In coordination with steps 1 and 2 above, the RSS will inform the WSAC facilitator that a meeting is needed and preferred meeting dates. The WSAC facilitator will coordinate with WSAC members to identify dates for which a quorum of members (3) is available.
 - When a WSAC has more than the minimum 3 members, the first 3-5 members that respond confirming their availability (this includes the WSAC facilitator) will constitute the committee for that session.
 - If a WSAC member knows, or suspects they know, someone being considered for a waiver slot, they will report this to the facilitator immediately so that this conflict of interest can be addressed. If the facilitator knows, or suspects they know, someone being considered for a waiver slot, they will report this to the RSS immediately and, based on the conflict of interest that exists, an alternative and temporary facilitator will be identified from among those members that are scheduled to participate in the WSAC session.
 - The WSAC facilitator will confirm meetings dates and times with those members participating in the WSAC session.

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- Members selected for participation in the session must be available and present each day of that session (i.e., the same group reviews all of the persons in the review pool for those slots, regardless of the number of meeting days that are required.)
 - The WSAC facilitator is charged with overseeing equitable attendance among all WSAC members over the long term.
4. The CSB/BHA will arrange for room availability and conference call capability for the meeting dates and convey this information to the RSS and WSAC facilitator.
 5. In advance of the session, the CSB/BHA will:
 - Complete a **Slot Assignment Review Form** (free of PHI) for each individual in the review pool and distribute these to the RSS and WSAC members as follows. When there are 50 or fewer persons in the review pool, SARFs are due to the RSS and WSAC members no less than 5 business days prior to the session date. An additional day will be added to the due date for every 10 additional SARFs. If one or more individuals are added to the review pool after the due date, it is expected the Slot Assignment Review Form(s) will be submitted no fewer than 2 business days in advance of the WSAC meeting.
 - Complete a **WSAC Review Schedule** (without PHI) designating the order of reviews, the CSB staff person that will be available to answer questions, if needed, and a unique identifier for each person listed. A copy of the review schedule will be made available to the RSS and facilitator 2 business days in advance of the meeting.
 - Complete the **Name-Identifier Key**, linking the “unique identifier” with the full name of the individual and provide it **to the RSS only** 2 business days in advance of the meeting.
 - Provide the WSAC facilitator with sufficient blank copies of the **Slot Assignment Scoring Summary-Step 2 Review forms** on the day of the meeting (based on the number of members and persons to be reviewed).
 6. In advance of the meeting, WSAC Members will thoroughly review the **Slot Assignment Review Forms** and prepare his/her questions for the CSB/BHA representative.
 7. At the WSAC session:
 - No formal presentation by the CSB/BHA will occur.
 - A CSB/BHA representative (may be the SC, SC Supervisor or another designee), as identified on the **WSAC Review Schedule**, will be available to provide information, if requested by the WSAC. The CSB/BHA representative is not expected to attend the meeting but should be available at the review time by phone, in the event questions arise. It is anticipated that the review form will provide the majority of information required for a decision.

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- If questions cannot be fully answered by the CSB/BHA representative when the individual's profile is reviewed, members will rank the individual based on the information that is available at that time.
8. WSAC members will independently score each individual's situation using the **Slot Assignment Scoring Summary-Step 2 form**, and provide these to the RSS.
 - After all individual **Slot Assignment Review forms** have been discussed and scored, the individual's total score will be tabulated by the RSS and divided by the number of voting members, resulting in an *average score*.
 - The RSS will enter the average score for each individual reviewed, as well as the rankings of the highest scoring individuals (up to the number of available slots), to the **WSAC Review Schedule**. A copy of this **WSAC Review Schedule** will be provided to the CSB/BHA at the close of the meeting. It is incumbent that these results not be shared with the individual until he/she is assigned to projected enrollment status in WaMS.
 9. At the close of the meeting, WSAC members will return all materials to the RSS. Slot Assignment Scoring Summary-Step 2 forms will be retained by DBHDS.
 10. The RSS will assign recommended individuals to projected enrollment status in WaMS.
 11. If a slot becomes available for assignment within 30 days of the WSAC meeting and there has been no change in the status of any individual in the review pool nor has anyone been assigned to priority 1 status on the wait list whose Critical Needs Score is within the review pool range, the slot may be assigned by the RSS to the next highest ranked person in the review pool.
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Glossary of Terms Used in WSAC Session Operations

WSAC Session – The event initiated when an RSS is informed a waiver slot is available and which ends with the assignment of individuals to those slots by the RSS. A single session includes all meetings that are required for consideration of the review pool for an identified and available slot.

Review Pool – List of names/unique identifiers that are being considered for a slot during the WSAC session. The number of names in the review pool is directly related to the number of slots available. See **DD Waiver Waitlist Slot Assignment Process** for further explanation.

Slot Assignment Review Form – Form that is completed by the CSB/BHA for each individual in the review pool, to be reviewed by the WSAC. This form shall be the primary source of information regarding the individual and shall not include any private health information (PHI).

Profile – A Slot Assignment Review Form as well as any information provided by the CSB/BHA in response to questions from the WSAC members for one individual

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WSAC Review Schedule – Completed by the CSB/BHA to identify the order of review of all profiles, and to indicate the CSB/BHA representative who will be available to answer any questions from the committee members

Slot Assignment Scoring Summary-Step 2 – Scoring form completed by WSAC members during each meeting for each profile reviewed.

Name-Identifier Key – A key listing the unique identifier used on each Slot Assignment Review Form and the name of the individual to whom it pertains from the review pool. This is completed by the CSB/BHA and only made available to the RSS.

Average Score – Score resulting after totaling each members' total score and dividing by the number of members present. The average score is then ranked, and the profiles with the top average scores are recommended for a waiver slot.