



# COMMONWEALTH of VIRGINIA

## Department of Medical Assistance Services

CYNTHIA B. JONES  
DIRECTOR

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SUITE 1300  
600 EAST BROAD STREET  
RICHMOND, VA 23219  
804/786-7933  
800/343-0634 (TDD)  
www.dmas.virginia.gov

### Memorandum

**To:** Interested Parties for the Medicaid Individual and Family Developmental Disabilities (DD) Supports and Intellectual Disability Waivers

**From:** Cynthia B. Jones, Director   
Department of Medical Assistance Services

James W. Stewart, III, Commissioner   
Department of Behavioral Health and Developmental Services

**Subject:** Daily Operations of the DD Waiver

We are pleased to inform you of an administrative decision that will change daily policy development and management of the Medicaid DD Waiver from the Department of Medical Assistance Services (DMAS) to the Department of Behavioral Health and Developmental Services. This change is effective upon completion of organizational restructuring within both agencies with a target implementation between November 1, 2013 and December 31, 2013. Both DMAS and DBHDS leadership and staff are committed to making this shift in operational responsibilities as seamless as possible for the individuals that we serve, their families, and providers. We are confident that this change, in concert with the results of the Human Services Research Institute waiver study currently underway, will result in the development of a continuum of quality services that will be responsive to the needs of the individuals that both departments represent. In addition, this redesign effort of the DD Waiver aligns itself well with the DBHDS overall mission to coordinate supports for individuals with developmental disabilities, including intellectual disability.

The attached chart demonstrates the lead agency responsibilities and how we plan to handle the various tasks between the agencies. The changes parallel those implemented in 2006 for the Intellectual Disability and Day Supports Waivers. DMAS, as the single state agency for Medicaid, must still maintain final waiver administrative authority and will review and approve all policies, waiver applications, and regulations to ensure compliance with federal regulations. Both agencies are committed to working closely to monitor the budget and ensure accountability. DMAS will continue to perform quality management reviews for all waiver programs to ensure that all services are provided safely, appropriately, and are of high quality.

A Frequently Asked Questions (FAQ) document will be developed and posted on the DBHDS website to assist in answering questions about elements of the transition. Thirty days prior to implementation, a Medicaid Memo will provide additional information and the effective date.

If you have any questions about this change, please contact Dawn Traver at DBHDS (757-253-4316 or [dawn.traver@dbhds.virginia.gov](mailto:dawn.traver@dbhds.virginia.gov)) or Sam Piñero at DMAS (804-786-2149 or [sam.pinero@dmas.virginia.gov](mailto:sam.pinero@dmas.virginia.gov)).

Attachment

**THE ADMINISTRATION OF THE  
DEVELOPMENTAL DISABILITIES WAIVER**

<b>TASKS</b> (Shaded areas are currently managed by DMAS)	<b>Lead Agency Responsibility</b>	
	<b>DBHDS</b>	<b>DMAS</b>
1. Develop/redesign waiver	✓	
2. Develop provider manual	✓	
3. Develop policy and regulation	✓	
4. Develop State Plan Amendments	✓	
5. Lead advisory groups of stakeholders	✓	
6. Develop provider communications/official memorandums	✓	
7. Respond to public/legislators about concerns about the waiver, slot distribution, and prior authorization procedures	✓	
8. Handle appeals		✓
9. Manage waiting lists/distribute slots	✓	
10. Perform prior authorization activities for the waivers <sup>1</sup>	✓	
11. Provider training, technical assistance and consultation	✓	
12. Perform Quality Management Reviews (QMRs)		✓
13. Contract monitoring of prior authorization process		✓
14. Pay provider claims		✓
15. Complete federal reports, including the demonstration of cost effectiveness		✓
16. Develop provider rates	✓	✓
17. Budget monitoring/accountability	✓	✓
18. Budget development/agency funding priorities	✓	

<sup>1</sup> DBHDS will utilize the DMAS prior authorization contractor for the DD Waiver.