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| **SUBJECT:** MyOptionsRI LTSS Self Assessment Referral Sheet | **DATE:** 7/28/2021 |
| **TARGET AUDIENCE:** MyOptionsRI Manager | **REFERENCE NUMBER:** 03 |
| **TYPE:  NEW  REVISIONS:** | **REVISION DATE:** 1/10/22 |
| **PURPOSE:** Provide guidance to the MyOptionsRI Manager regarding referrals after an individual completes the MyOptionsRI LTSS Self Assessment. | |
| **CHANGES SINCE LAST REVISION:**   * 1/10/22: Refined process on self-assessment referral by adding to check in and close call prior to referral * 10/26/21: Defined the role of PCOC Counselors as counselors participating as PCOC MyOptions Advisors. All references to PCOC Counselors changed to MyOptions Advisors.   **DOCUMENTS/ASSOCIATED RESOURCES:**   * Referrals to NHTP and OSCIL.docx * WellSky training guide.docx   **ATTACHMENTS:** N/A | |

**Overview**: The MyOptionsRI manager should use the table below when making referrals to other state agencies or organizations to provide PCOC or follow-up. The MyOptionsRI manager should only make one referral. If multiple organizations meet the requirements for a referral, priority should be given from left to right in the table below (e.g., if both the NHTP and DHS meet the referral criteria, the referral should go to the NHTP). There are two different approaches when making referrals which varies by organization:

* Mariana Moore to receive, review, triage and refer to appropriate agency team leads
* At point of referring call, Mariana Moore to Save, Check in, and Close Call so that those being referred to can Check out call
* The POINT, DHS, and BHDDH: Use WellSky to assign the appropriate agency to the case using the following email addresses:
  + The Point: [Mariana.Moore@unitedwayri.org](mailto:Mariana.Moore@unitedwayri.org)
  + DHS: [Kerry.Cook@dhs.ri.gov](mailto:Kerry.Cook@dhs.ri.gov)
    - DHS will review process for missing items, research and follow process
  + BHDDH: [Christine.Botts@bhddh.ri.gov](mailto:Christine.Botts@bhddh.ri.gov)
    - BHDDH will counsel depending Transition Youth, Youth, Older Applicants following BHDDH documented referral process
* Upon receipt, agency leads to assign out to team members for follow-up.
* NHTP and OSCIL: Please refer to the policy titled “Referrals to NHTP and OSCIL.docx”. At the time of this policy, the NHTP and OSCIL do not have access to WellSky; therefore, a different approach is taken when making referrals.

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| **MyOptionsRI LTSS Self Assessment Results** | **NHTP** | **OSCIL** | **BHDDH** | **The Point** | **DHS** |
| **Score = PCOC Recommended (Score)** |  |  |  |  |  |
| High Priority (Score) = Youth (IDD or Other Disability) Who is Turning 19 or 21 |  |  | X |  |  |
| Health Status & Cognition (Score) = Intellectual or Developmental Disability |  |  | X |  |  |
| Medicaid LTSS Financial Eligibility (Score) = Already receiving Medicaid |  |  |  |  | X |
| Medicaid LTSS Financial Eligibility (Score) = Eligible/most certainly Eligible |  |  |  |  | X |
| Medicaid LTSS Financial Eligibility (Score) = Might be eligible |  |  |  | X |  |
| Medicaid LTSS Financial Eligibility (Score) = Most likely ineligible |  |  |  | X |  |
| **PCOC Not Recommended (Score)** |  |  |  |  |  |
| Health Coverage (Field) = Medicaid All Other |  |  |  |  | X |
| Health Coverage (Field) = Medicaid Application Pending |  |  |  |  | X |
| All others (Field or Score) |  |  |  | X |  |
| **Other** |  |  |  |  |  |
| Referral (Score) = Referral to NHTP | X |  |  |  |  |
| Referral (Score) = Referral to OSCIL |  | X |  |  |  |