

Changes to Desk Reviews

Thanks to the work of the AAA's completing and submitting the Desk Review Tracking spreadsheet we have established additional criteria to permit more Desk Reviews to be completed. The current criteria will remain in place with a few changes. We will outline the new criteria along with new reporting requirements. First we will review current criteria, then introduce the new criteria and finally go over all reporting requirements. Attached you will find, a flow chart, examples of when to complete a Desk Review and when not to complete a desk. We have also included the updated Desk Review Tracking Spreadsheet.

Current Desk Review Criteria:

- MCO FED NFCE- MCO FED NFCE, at least 300 Days between FEDS
 - Initial- Annual, Annual- Annual
- MCO FED NFCE- MCO FED NFI-Complete as a Priority and email QCSS
 - Initial- Annual, Annual- Annual, Initial- Significant Change, Significant Change- Significant Change

New Criteria

- MCO FED NFCE- MCO FED NFCE, at least 300 Days between FEDS, a Desk Review for the same time period has not already been completed.
 - The Assessment Type is no longer part of the determining criteria
- MCO FED NFCE- MCO FED NFI- Complete as a Priority and email QCSS
 - The Assessment Type is not part of the determining criteria
 - When you email your QCSS you will include the next Annual due date.
- AAA FED NFCE- MCO FED NFI- Complete as a Priority and email QCSS
 - The AAA FED Assessment Type will be N/A and MCO FED Assessment Type will be initial
 - AAA Feds may only be used when HCBS or Other waiver. NF Feds should not be used.
 - When you email your QCSS you will include the next Annual due date.

Reporting Requirements

- Establishing Next Annual Due date
 - 1 Year minus a day from most recent MCO FED
- All Priority Desk Reviews MCO FED NFCE- MCO FED NFI and AAA FED NFCE- MCO FED NFI
 - Email QCSS immediately
 - Include next Annual due date
- Desk Review Alerts that do not meet criteria

- Enter on Desk Review Tracking Spreadsheet
- A new column has been added to establish next Annual Due Date
- Reason that a Desk Review could not be completed are:
 - Only 1 Redetermination
 - Less than 300 Days between FEDs
 - NFI- NFI
 - NFI-NFCE
 - NFI Initial Only
 - FED incomplete
- Email Desk Review Tracking Spreadsheet to QCSS weekly. Please email to QCSS by 2:00 PM Monday. If you do not have anything to report for the week please send QCSS an email to notify.