

Based on the individual conference calls with each AAA Aging Well has put together a detailed description to each practice scenarios completed. As a reminder, below are the new desk review criteria.

New Criteria:

1. 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.
 - a. The Assessment Type is no longer part of the determining criteria
2. MCO FED NFCE- MCO FED NFI- Complete as a Priority and email QCSS
 - a. The Assessment Type is not part of the determining criteria
 - b. When you email your QCSS you will include the next Annual due date.
3. AAA FED NFCE- MCO FED NFI- Complete as a Priority and email QCSS
 - a. The AAA FED Assessment Type will be N/A and MCO FED Assessment Type will be initial
 - b. AAA Feds may only be used when HCBS or Other waiver. NF Feds should not be used.
 - c. When you email your QCSS you will include the next Annual due date.

****Before proceeding with any desk review make sure there has not already been a desk review completed and that the FED's being used are complete****

Common Questions Addressed:

1. Are we still using the two most recent MCO FEDs?
 - a. No, in the practice scenario presented in example 3 this follows the new criteria #1. It is more important to look for 300 days between the FEDs, when a Desk Review has not been done instead of looking at the two most recent FED's.
2. How do I determine the annual due date?
 - a. Think about it as when did the clock start or restart for someone to receive services? The annual due date will be one year minus a day by looking at the **reference date within the FED**. Sometimes this matches the submitted/withdrawn date and sometimes it does not but by using the reference date this gives a better picture as to when that FED was completed for the MCO's.
 - b. Helpful tips:
 - If the case is NFCE to NFCE with at least 300 days between FED's you do not provide an annual due date because this can be found within the Desk Review reports.

- If there is no Desk Review needed due to being less than 300 days, the next annual due date would be calculated using the reference date, a year minus a day from the first qualifying NFCE MCO case.
- If there is not a Desk Review because the two FED's are NFI to NFI, you will want to use the annual of the most recent NFI case since none are NFCE yet.
- If there is a priority Desk Review, with the FED's being NFCE to NFI use the NFI FED for the annual date since the level of care has changed.

Example 1:

FED Assessments										
Requested By	Requested Date	Program Type	Assessment Type	Status	Assessment Submitted/Withdrawn Date	Result	Review Requested Date	Review Decision Date	Review Decision	
Maximus Interface	06/20/2019	HCBS	N/A	Completed	06/27/2019	NFCE	N/A	N/A	N/A	N/A
ACFC	09/05/2019	Redeterminations	Initial	Completed	09/09/2019	NFCE	N/A	N/A	N/A	N/A
ACFC	08/26/2020	Redeterminations	Annual	Completed	08/26/2020	NFI	N/A	N/A	N/A	N/A

1. If the FEDs meet criteria for a Desk Review
 - a. Identify the FEDs that meet criteria by notating the Submitted/Withdrawn date: 9/9/19 & 8/26/2020
 - b. If the Desk Review is a Priority
 - i. Notate that it is a priority: Yes
 - ii. Notate the next annual due date: 8/25/2021
2. If the FEDs do not meet criteria for a Desk Review: N/A
 - a. Identify the reason it does not meet criteria
 - b. Notate the next annual due date

Notes: After completing the priority desk review, once the desk review template is attached into PIA, you will email your QCSS and will include the next annual due date. You will use the reference date within the MCO NFI FED to calculate the annual date. You may see multiple MCO NFI FEDs following an AAA NFCE FED. In this instance, you would use the most recent MCO NFI FED with the AAA NFCE FED to complete the desk review.

Example 2:

FED Assessments										
Requested By	Requested Date	Program Type	Assessment Type	Status	Assessment Submitted/Withdrawn Date	Result	Review Requested Date	Review Decision Date	Review Decision	
Maximus Interface	08/16/2019	HCBS	N/A	Review Completed	08/27/2019	NFI	09/03/2019	09/10/2019	NFI	
Maximus Interface	02/04/2020	HCBS	N/A	Completed	02/11/2020	NFCE	N/A	N/A	N/A	
ACFC	07/08/2020	Redeterminations	Initial	Completed	07/15/2020	NFI	N/A	N/A	N/A	

1. If the FEDs meet criteria for a Desk Review
 - a. Identify the FEDs that meet criteria by notating the Submitted/Withdrawn date: 2/11/2020 & 7/15/2020
 - b. If the Desk Review is a Priority
 - i. Notate that it is a priority: Yes
 - ii. Notate the next annual due date: 7/14/2021
2. If the FEDs do not meet criteria for a Desk Review: N/A
 - a. Identify the reason it does not meet criteria
 - b. Notate the next annual due date

Notes: You never start a desk review with an NFI FED, so you would skip over the NFI FED to go to first qualifying NFCE FED. This is an example of the new criteria #3. After completing the priority desk review, after attaching the desk review template into PIA, you will include the next annual due date in your email to your QCSS. You will use the reference date within the MCO NFI FED to calculate the annual date.

Example 3:

FED Assessments										
Requested By	Requested Date	Program Type	Assessment Type	Status	Assessment Submitted/Withdrawn Date	Result	Review Requested Date	Review Decision Date	Review Decision	
ACFC	01/02/2019	Redeterminations	Initial	Completed	01/22/2019	NFI	N/A	N/A	N/A	
ACFC	06/18/2019	Redeterminations	Annual	Completed	06/18/2019	NFCE	N/A	N/A	N/A	
ACFC	08/12/2019	Redeterminations	Significant Change	Completed	08/12/2019	NFCE	N/A	N/A	N/A	
ACFC	10/03/2019	Redeterminations	Significant Change	Completed	10/03/2019	NFCE	N/A	N/A	N/A	
ACFC	07/09/2020	Redeterminations	Significant Change	Completed	07/09/2020	NFCE	N/A	N/A	N/A	

1. If the FEDs meet criteria for a Desk Review
 - a. Identify the FEDs that meet criteria by notating the Submitted/Withdrawn date: 8/12/2019 & 7/9/2020
 - b. If the Desk Review is a Priority: No
 - i. Notate that it is a priority
 - ii. Notate the next annual due date.

2. If the FEDs do not meet criteria for a Desk Review: N/A
 - a. Identify the reason it does not meet criteria
 - b. Notate the next annual due date

Notes: This is an example of the new criteria #1. We are not looking at the two most recent MCO FEDs to compare. Instead we would be looking at the most recent FED that is NFCE and then look to see if there are 300 days or more from that 7/9/2020 FED. In this example you would use the 8/12/2019 FED and then compare it to the 7/9/2020 FED. There are 332 days between the two FEDs. By these two FEDs being less than 365 days apart, it keeps the FED in compliance for the MCO. If you were to use the 6/18/2019 FED with the 7/9/2020 FED, then these two FEDs would be 387 days apart making them out of compliance by being over 365 days apart.

While either FED groups (6/18/2019 & 7/9/2020 and 8/12/2019 & 7/9/2020) would be correct because both scenarios are over 300 days, the preferred method would be by using the two FEDs that are over 300 days but less than 365; 8/12/2019 & 7/9/2020.

Example 4:

FED Assessments										
Requested By	Requested Date	Program Type	Assessment Type	Status	Assessment Submitted/Withdrawn Date	Result	Review Requested Date	Review Decision Date	Review Decision	
Milon Attaway	12/03/2019	HCBS	N/A	Completed	12/04/2019	NFCE	N/A	N/A	N/A	
ACFC	01/23/2020	Redeterminations	Initial	Completed	03/02/2020	NFCE	N/A	N/A	N/A	
ACFC	07/06/2020	Redeterminations	Significant Change	Completed	07/14/2020	NFCE	N/A	N/A	N/A	

1. If the FEDs meet criteria for a Desk Review: No
 - a. Identify the FEDs that meet criteria by notating the Submitted/Withdrawn date.
 - b. If the Desk Review is a Priority
 - i. Notate that it is a priority
 - ii. Notate the next annual due date.
2. If the FEDs do not meet criteria for a Desk Review
 - a. Identify the reason it does not meet criteria: Less than 300 days between redeterminations
 - b. Notate the next annual due date 3/1/2021

Notes: This would not be a desk review because the two MCO FED's are less than 300 days apart. To determine the annual due date you would use the first qualifying MCO NFCE FED's reference date. In this scenario there has not been a MCO FED a year from the first FED, so you would use that first qualifying NFCE MCO FED reference

date to determine the annual due date. This was also shown in the document provided, *Examples of Desk Reviews* under Examples of When a Desk Review Should not be completed which is also pasted below.

Example 3: Less than 300 days between FEDS

Requested By	Requested Date	Program Type	Assessment Type	Status	Assessment Submitted/Withdrawn Date	Result	Review Requested Date	Review Decision Date	Review Decision
UPMC	06/18/2019	Redeterminations	Initial	Completed	06/20/2019	NFI	N/A	N/A	N/A
UPMC	12/30/2019	Redeterminations	Annual	Completed	12/30/2019	NFCE	N/A	N/A	N/A
UPMC	06/25/2020	Redeterminations	Significant	Completed	06/25/2020	NFCE	N/A	N/A	N/A

This would not be a Desk Review. We do not compare MCO NFI- MCO NFCE and there isn't 300 days between the 2 MCO NFCE FEDS. This would go on the Desk Review Tracking and establish next annual as 12/29/2020.

Example 5:

FED Assessments										
Requested By	Requested Date	Program Type	Assessment Type	Status	Assessment Submitted/Withdrawn Date	Result	Review Requested Date	Review Decision Date	Review Decision	
Dawn Eldridge	06/25/2019	HCBS	N/A	Completed	07/02/2019	NFCE	N/A	N/A	N/A	
ACFC	07/01/2020	Redeterminations	Initial	Completed	07/09/2020	NFCE	N/A	N/A	N/A	

If the FEDs meet criteria for a Desk Review: No

- c. Identify the FEDs that meet criteria by notating the Submitted/Withdrawn date.
- d. If the Desk Review is a Priority
 - i. Notate that it is a priority
 - ii. Notate the next annual due date.
- 3. If the FEDs do not meet criteria for a Desk Review
 - a. Identify the reason it does not meet criteria: We do not review AAA NFCE to MCO NFCE FEDs. The incomplete reason is, Only 1 Redetermination in PIA
 - b. Notate the next annual due date: 7/8/2021

Notes: We do not complete a desk review using an AAA NFCE FED and a MCO NFCE FED. The only time an AAA NFCE FED is used is when it is a priority desk review with a MCO NFI FED. You would use the MCO NFCE FED's reference date to determine the next annual due date.

Example 6:

FED Assessments										
Requested By	Requested Date	Program Type	Assessment Type	Status	Assessment Submitted/Withdrawn Date	Result	Review Requested Date	Review Decision Date	Review Decision	
ACFC	01/02/2019	Redeterminations	Initial	Completed	06/27/2019	NFI	N/A	N/A	N/A	
ACFC	06/26/2020	Redeterminations	Annual	Completed	06/26/2020	NFI	N/A	N/A	N/A	

1. If the FEDs meet criteria for a Desk Review: No
 - a. Identify the FEDs that meet criteria by notating the Submitted/Withdrawn date.
 - b. If the Desk Review is a Priority
 - i. Notate that it is a priority
 - ii. Notate the next annual due date.
2. If the FEDs do not meet criteria for a Desk Review
 - a. Identify the reason it does not meet criteria No desk review would be done. The incomplete reason is NFI-NFI.
 - b. Notate the next annual due date 6/25/2021

Notes: A desk review never starts with the oldest FED being NFI. You would not review two NFI FED's. You would use the most recent MCO NFI FED's reference date to determine the annual due date.