

To help explain the practice scenarios in further detail we have provided an explanation of each scenario below. We have compiled a list of questions received from AAA's as they went through the practice scenarios.

As a reminder, for all of the practice scenarios the submitted/withdrawn date is the same as the FED reference date. As you know, when completing Desk Reviews in a LIVE scenario each FED should be opened to review the FED reference date as that is the official date the FED was completed. Many times, the FED reference dates do not match the submitted/withdrawn date, but for ease of going through these scenarios we are saying that they do match. In addition, there is not a previous Desk Review in PIA.

Desk Review 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
 - b. You do not need to review only the two most recent MCO FEDs to see if they are more than 300 days apart. You can identify two MCO FEDs that have at least 300 days between them in consecutive years.
 - c. Desk Reviews can only be completed comparing two consecutive years; 2019-2020, 2020-2021. If a year is missing in between then a desk review can be completed. You do not skip a year if a MCO FED is in PIA but does not meet criteria for at least 300 days between FEDs.
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 with the Program Type HCBS or Other waiver. A NF FED can ONLY be used if the FED was released to the IEB for the person's eligibility and there is not a HCBS FED in the record. These should be run by your QCSS prior to completing the Desk Review.
 - 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 during that timeframe 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. Annual due dates are only needed when completing a priority desk review.

Example 1:

Requested By	Requested Date	Program Type	Assessment Type	Status	Assessment Submitted/Withdrawn Date	Result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

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

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. Only one priority desk review should be completed for an individual. If you continue to receive Desk Review alerts for an individual who already had a priority Desk Review completed and the MCO FED is NFI, you can ignore that alert and leave it off of your weekly spreadsheet.

Example 2:

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

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

Notes: You never start a desk review with an NFI FED, so you would skip the first 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:

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

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
2. If the FEDs do not meet criteria for a Desk Review: N/A
 - a. Identify the reason it does not meet criteria

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:

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

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: These MCO FEDs have less than 300 days between redeterminations however, this is not something we record on the weekly spreadsheet as of April 2021.

Notes: This would not be a desk review because the two MCO FED's are less than 300 days apart.

Example 5:

Requested By	Requested Date	Program Type	Assessment Type	Status	Assessment Submitted/Withdrawn Date	Result
AAA	06/25/2019	HCBS	N/A	Completed	07/02/2019	NFCE
ACFC	07/01/2020	Redeterminations	Initial	Completed	07/09/2020	NFCE

If the FEDs meet criteria for a Desk Review: **No**

- b. Identify the FEDs that meet criteria by notating the Submitted/Withdrawn date.
- c. 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 however as of April 2021 we do not record this on the weekly spreadsheet.

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.

Example 6:

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

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 and would be recorded as such on the weekly spreadsheet.

Notes: A desk review never starts with the oldest FED being NFI. You would not review two NFI FED's.