LOCD Selected for Verification Review

When your LOCD record is selected for Verification Review the steps and key points described in this document will assist you responding properly to the review.

The pop-up message below appears after you enter LOCD data in CHAMPS and the Freedom of Choice form populates.

	×
្លាhis site says	
This will submit the LOCD and o to proceed.	disable further editing. Click OK
Don't let this page create n	nore messages
ОК	Cancel

If the LOCD is selected for Verification Review you will see this pop-up message:



Click the OK button

Then you will see the Upload Documents page

The provider can either upload documents now or hit the close button and upload documents later (**Remember**: the provider has one business day to upload documentation or the record status will be Documents Not Available.)

To upload documents hit the add button

Upload Document	5		
File Name	Description	Uploaded Date	Actions
O Add O Submit			

Now browse to find the file(s) you wish to upload. Continue this for up to a maximum of 10 files. Once the document(s) are uploaded hit the Save button.

Click 'Browse' to Upload File		
*File Kame:		Description:
S:\MI Choice\MCC\PDSSD\MCC Issues.docx	Browse	Docs
(Allowable file extensionstxt, .gif, .jpg, .jpe, .jp Save X Cancel	peg, .png, .html, .htm, .pdf, .tif,	. tiff, .doc, .docx, .xts, .xtsx.)

				Print FOC Print Summary
6	Upload Documents			
	File Name	Description	Uploaded Date	Actions
	MCC Issues.docx	Docs	03-07-2019 01:49:17	1
	OAdd OSubmit			

NOTE: Document(s) are in the staging table but not yet submitted. You **MUST** hit the Submit button once you are ready to submit the document(s) to the State Contractor for review. Once you submit the document(s) the LOCD record is disabled for future changes and uploads.

File Name	Description	Uploaded Date	Actions
MCC Issues.docx	Docs	03-07-2019 01:49:17	â

Once you select the Submit button, the following pop-up menu will appear:

	×	
 This site says This will submit the uploaded at upload. Do you want to continu	ttachments and prevent further ie?	
ОК	Cancel	

Hit the OK button

20101 01 0 0010 2010111110101

Now the record is submitted for State Contractor review. CHAMPS will bring you back to the upload page you were on.

CIUSUI #01050

	Signature of applicant:	Signature of applicant's representative:	Date:		
SECTION III - APPEAL RIGHTS:					
I have received a copy of a denia	al of Medicaid NF Level of Care service based on t	the LOCD and understand my right to appeal.:			
	Circular of an eliments	Construct of an United Structure			
	Signature of applicant:	Signature of applicant's representative:	Date.		
	Signature of applicant:	signature of applicant's representative:	Print FOC Print Summa		
load Documents	Signature of applicant:	signature of applicant's representative:	Print FOC Print Summa		
load Documents	Description	Signature of applicant's representative:	Print FOC Print Summa		

Then you may select the Close button in the upper right corner.

pplicant: NF Level of Care service based (Signature of applicant's represen	itative: Date:
NF Level of Care service based (on the LOCD and understand my right to appeal :	
NF Level of Care service based (on the LOCD and understand my right to appeal :	
	on the LOCD and understand my right to appeal.	
pplicant:	Signature of applicant's represen	tative: Date:
		Print FOC Print Summary
Description	Uploaded Date	Actions
Docs	03-07-2019 01:49:17	1
	pplicant: Description Docs	pplicant: Signature of applicant's represen Description Uploaded Date Docs 03-07-2019 01:49:17

CHAMPS will display the LOCD list page with the record. After the documents have been submitted, be sure the record has a status of "In Review" and not a status of "Selected" under Verification Status. The "Selected" status indicates that documents have not been submitted to the State's Contractor for review. If the "Selected" status is present for more than one business day after the LOCD was selected for review, the Contractor will change the verification review status to "Documents Not Available," and a new face-to-face LOCD will need to be conducted. The subsequent LOCD will be selected for verification review until the review process is completed.

III LOCD List																		
Filter By			Filter By	(Filter B	y	~					And Act	ive 🗸	O Go		
																🗎 Sa	ve Filters	▼ My Filters
	Application		First		Provider			Conducted	Created				Modified	Program	LOCD	Review	Application	Verificatio
	ID	Member ID	Name	Last Name	ID/NPI	Provider Name	Door	Date	Date	Start Date	End Date	Created By	Date	Туре	Method	Туре	Status	Status
Actions	AV	▲▼	▲▼	AV	AV	A.		AV	AV	▲▼		A.	N	A¥	▲▼	AV	A.	
Action ~					7059421	NORTHEAST	1	03/07/2019	03/07/2019	03/07/2019	03/08/2020	locdmichoice,UAT	03/07/2019	MICHOICE	Face To	LOCD	Completed	In Review
						MICHIGAN									Face			
						COMMUNITY									Review			
						SERVICES AG												
View Darrey 1			0.						/iewing Par	ner 1					44	10		

Verification Status Key

Not Selected	The LOCD record was not selected for Verification Review.
Selected	The LOCD record has been selected for review. The provider must upload documentation in CHAMPS for review within one business day.
In Review	The selected LOCD record has documentation uploaded and has been sent to the reviewer. The reviewer's determination will be provided in CHAMPS within two business days.
Approved	The reviewer agrees with the LOCD record.
Rejected	The reviewer does NOT agree with the LOCD record. The reviewer will create a new LOCD.
Documents Not Available	The provider did not upload documentation timely.