



Section XII: Children's Special Health Care Services (CSHCS)

Addendum I:

CSHCS reviewers will look for each of the items below to be addressed within policies and procedures. Additional policies and documentation will also be reviewed as relevant. Refer to indicators for procedure requirements.

1. LHD CSHCS staff are trained to assist individuals with CSHCS and their families. (Indicator 1.2)
2. LHD CSHCS staff use the CSHCS database regularly and proficiently to securely manage CSHCS PHI. (Indicator 2.1)
3. LHD CSHCS staff use the designated electronic communications system to share PHI (Indicator 2.2)
4. LHD CSHCS staff operate according to HIPAA requirements. (Indicator 2.4)
5. LHD CSHCS staff offer a private location for families to discuss confidential information. (Indicator 2.5)
6. LHD CSHCS staff routinely use the most current Guidance Manual and Medicaid Provider Manual. (Indicator 3.1)
7. LHD CSHCS staff obtain family input on local CSHCS operations on a regular basis. (Indicator 3.3)
8. LHD CSHCS inform families of their Rights and Responsibilities under CSHCS.



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9. Data required for reporting is collected, compiled and submitted in the format and timeframes specified within the CPBC CSHCS agreement.
10. LHD CSHCS provide outreach to families and the community regarding CSHCS. (Indicator 4.1)
11. LHD CSHCS staff disseminate and provide outreach materials to families and communities. (Indicator 4.1)
12. LHD CSHCS staff provide referrals for all children and families to other community resources available regardless of CSHCS enrollment. (Indicator 4.2)
13. LHD CSHCS staff assist families in applying for other programs. (Indicator 4.2)
14. LHD CSHCS staff authorize diagnostic evaluations for potentially eligible clients.
15. LHD CSHCS staff inform and refer families to the Family Center. (Indicator 4.4)
16. LHD CSHCS staff assist families with application to CSHCS or other forms as requested. (Indicator 5.1)
17. LHD CSHCS staff follow up with families that have not responded to the invitation to enroll in CSHCS. (Indicator 5.2)



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18. LHD CSHCS staff follow up with those in a Temporary Eligibility Period (TEP). (Indicator 5.3)
19. LHD CSHCS staff attempt to locate families prior to the lapse of CSHCS coverage to offer renewal assistance.
20. LHD CSHCS staff contact families at initial CSHCS enrollment to explain program benefits, provide other information as needed and assist with immediate needs and planning. (Indicator 6.1)
21. LHD CSHCS staff contact families at least annually to update information and remind them of program benefits. (Indicator 6.1)
22. LHD CSHCS staff provide on-going assistance to enrolled families to address care and service needs. (Indicator 6.2)
23. LHD CSHCS staff provide transition services and assistance for clients nearing identified transition ages. (Indicator 6.3)
24. LHD CSHCS staff assist families with transportation services within state and out-of-state. (Indicator 6.4)
25. LHD CSHCS staff assist families in need of out-of-state (OOS) medical care. (Indicator 6.5)
26. LHD CSHCS staff provide Level I and Level II care coordination services. (Indicator 6.6)



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27. LHD CSHCS staff make case management services available to clients. (Indicator 6.6)