

**LOUISIANA CHILDREN'S CHOICE WAIVER
REQUEST FOR CRISIS DESIGNATION FLOW CHART**

<p style="text-align: center;">Step 1 Support Coordination</p> <ul style="list-style-type: none"> ◆ If a major change in the family is identified that impacts the caregivers ability to provide support for the child the Support Coordinator is to hold a meeting with at least the recipient, enrolled direct service provider, OCDD regional/authority/district waiver office staff, if needed, and any other possible supports/resources as identified by the recipient. ◆ All current and needed supports for the health and welfare of the child (ie. EPSDT-PCS, home health, families, friends, OCDD state funded services) shall be evaluated at the meeting. ◆ The Support Coordinator shall request intervention by the OCDD Regional/Authority/District Waiver Office Specialist. ◆ If the supports identified at the meeting are not enough, then the Request for Crisis Designation shall be initiated as outlined in the manual. ◆ A POC revision and the Request for Crisis Designation Form with supporting documentation shall be completed. The revision shall also identify the required additional Children's Choice services that are required. ◆ Send all documents to the OCDD Regional Waiver Office for review. 	<p style="text-align: center;">Step 3 OCDD Central Office and Regional Waiver Office</p> <ul style="list-style-type: none"> ◆ If needed the OCDD State Office Review Committee will review the packet and make a final decision. The CC Waiver Program Manager will complete Section V of the Request form and notifies OCDD Regional/Authority/District Office. ◆ OCDD Regional/Authority/District Waiver Office will immediately notify the Support Coordinator of decision.
<p style="text-align: center;">Step 2 OCDD Regional/Authority/District Waiver Office</p> <ul style="list-style-type: none"> ◆ Upon receipt of request from support coordinator, the waiver office will immediately review the Request for Crisis Designation, POC revision and supporting documentation. ◆ A NC-Snap will be completed and if indicated, a HRST will be completed. ◆ The Waiver office staff will complete section IV of the Request for Crisis Designation form and forward all documents to the OCDD Central Office CC Waiver Program Manager for a final Crisis Designation Decision. 	<p style="text-align: center;">Step 4 Support Coordination Agency</p> <ul style="list-style-type: none"> ◆ Notifies the recipient and enrolled provider of the approval and forwards copies of the approved POC revision and the Crisis Designation Request Form; and ◆ Sends the approved POC revision to SRI for PA,
	<p style="text-align: center;">Step 5 Enrolled Provider</p> <ul style="list-style-type: none"> ◆ Initiates the services approved and as requested by the recipient; and ◆ Submits the required data into the data collection system for prior authorization.
	<p style="text-align: center;">Step 6 Informational</p> <ul style="list-style-type: none"> ◆ Approvals are made for up to a 3 month maximum. An assessment must be made prior to the expiration of the current approval. ◆ If the crisis situation has not been resolved at the end of the 3 month period, initiate an extension of the Crisis Designation by submitting a new Request for a Crisis Designation form and a new POC revision. ◆ Total time period for all requests and approvals cannot exceed 12 months.