

CES Waiver Request Checklist

Units Requested (15-minute units):

- _____ H2016 UF 1:1 Staffing
- _____ H2016 U5 (Custom Rate Request)
- _____ H2016 U1 UQ – SS 2-4 Members
- _____ H2016 U5 US – SS 5-9 Members
- _____ S5151 – Respite Services
- _____ H2023 – Supported Employment
- _____ H2023 TT UQ – Supported Employment – SS 2-4 Members
- _____ H2023 – Supported Employment – SS 5-9 Members

- Proposed Schedule with Staff’s Hours Listed and other services received (i.e. ABA, ADDT, Personal Care Services, etc.)
- Breakdown of units or unit calculation sheet
- Areas of Need or Justification Narrative for Services Requested (including current living situation, natural supports, and co-morbid conditions)
- Supportive Living Goals, Outcomes, and Updates
- Recent Case Notes or Incident Reports
- Overnight Notes, if requested (does not apply to group home setting)
- Respite Services, is DSP related to the member

Consultation:

- _____ T2025 UK – Treatment Planning and PCSP Participation
- _____ T2025 U1 – Behavior Support Plans and Training
- _____ T2025 U4 – Training of Direct Service Providers
- _____ T2025 U3 – Psychological and/or Adaptive Testing

- Budget Sheet or Invoice by Unit (1 unit is \$136.40 max)
- Justification Narrative for Services Requested



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Other Services:

_____ H2016 UK – Community Services (i.e. Camps, Gym Membership)

_____ H2016 UC – Companion and Activity Therapy (i.e. Hippotherapy)

_____ S5160, S5161, S5162 (Circle) – Adaptive Equipment PERS

_____ S5165 U1 – Adaptive Equipment

_____ T2020 UA – Supplemental Support Services

_____ T2020 UA U1 – Community Transition Services

_____ T2028 Specialized Medical Supplies

- Letter of Medical Necessity or Justification Letter (Camps do not require a Letter of Medical Necessity.)
- Budget Sheet or Cost of Service Breakdown
- Incorporated into Member's Goals

_____ K0108 UB Environmental Modifications

- Homeowner Empower Liability Release form (website)
- If renting, then proof of ownership from homeowner
- Physician Prescription or Letter of Medical Necessity
- If over \$3,000, then 3 bids are required
- Contractor's license and surety bond
- Photos of site or to-scale plans
- Labor and materials break down
- Warranty Information
- Estimated time for project completion
- Budget Sheet or Cost of Service Breakdown



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