



Elderly Waiver (EW) County Case Manager (CCM) Checklist

New Enrollment

- ☐ Assign CCM within 10 days
- ☐ Mail Initial Notification Letter within 10 days
- ☐ Assign Care Coordinator/Certified Assessor in MnCHOICES

Health Risk Assessment (HRA) Outreach

- ☐ Minnesota Senior Care Plus (MSC+): Attempt 1
- ☐ MSC+: Attempt 2 if needed
- ☐ PrimeWest Senior Health Complete (PWSHC) Attempts 1 – 3 by phone
- ☐ PWSHC: Unresponsive Member Letter for Attempt 4

Assessment

- ☐ Face-to-face MnCHOICES Assessment (including nursing facility level of care) within 30 days of enrollment or within 20 days of a request/referral for a MnCHOICES Assessment
- ☐ Complete Community First Supports and Services (CFSS) assessment, if applicable
- ☐ Enter Medicaid Management Information System (MMIS) Screening Document (SD)
- ☐ Complete the PrimeWest Health Care Plan
- ☐ Determine service eligibility
- ☐ Establish follow-up frequency, at minimum, every 6 months

Service Planning

- ☐ Identify EW services
- ☐ Verify budget
- ☐ Complete MnCHOICES support plan within 30 days of MnCHOICES Assessment
- ☐ Create PrimeWest Health Service Agreements
- ☐ Update MMIS

Provider Signature Process

- ☐ Send provider support plan within 30 days of MnCHOICES Assessment
- ☐ Obtain signatures within 60 days of the MnCHOICES Assessment
- ☐ Complete follow-up if needed

Annual Requirements

- ☐ Annual MnCHOICES Assessment
- ☐ Update MMIS
- ☐ Update Service Agreements