**LTC related changes**

1. Process Help 11.2 - Institutions
	1. 11.2.1 – Tips for Entering Page
		1. We no longer need to end date the institutional page.
		2. When someone is discharged, enter the discharge date and we will be directed to the current demographics page to update the living arrangement code.
		3. If there is a readmission, update the current demographics to residing in a nursing home and navigate to the Institutional page.
			1. Update the begin month
			2. Remove the discharge date
			3. Update the most recent hospitalization date
			4. Update the daily rate (if applicable)

**NOTE: If you try to update the institutions page prior to updating current demographics, you will receive an error message.**

* 1. 11.2.2 - Patient Liability
		1. 11.2.2.4 – Transitioning from Institutional to Waiver MA
			1. When a member is moving from an institution to waivers, run with dates to confirm Community Waiver and the cost share.
			2. CWW will not allow closure of the MI-S category.
			3. When the discharge date is entered on the Institutional page, this will transmit to IC and remove the patient liability systemically.
	2. 11.2.3.1 - CLA and Institutional MA – Healthcare Only
		1. Enter 01 as the living arrangement code on current demographics
		2. Enter case comments with the date the person entered the Institution
		3. Select the Institutionalized CLA on the current demographics page. This waives the Treatment needs questions and premiums
		4. Manually review for any divestment
			1. If divestment has occurred, calculate the penalty period and email VEDSDivestmentReport@Wisconsin.gov or call 608-421-6340
		5. Do not file a Notice of Intent to file a lien
	3. 11.2.3.2 - CLA and Institutional MA – Healthcare and FoodShare
		1. Update the living arrangement to 08 and run the case.
		2. Confirm only the FS denial for institutional placement.
		3. Wait a day and go back into the case. Mark the FS request to No.
		4. Update the living arrangement to 01 and follow the process above for healthcare only cases.
	4. 11.2.6.1 – Hospice in a Medical Institution
		1. Update the living arrangements to 22 – Hospice Care in Institutions
		2. Complete the Institutional page
	5. 11.2.6.2 – Stand Alone Hospice
		1. Leave the living arrangement as 01. These facilities are not considered part of a medical institution.
1. Process Help – 11.5 Spousal Impoverishment
	1. Section updated to reflect when Spousal rules apply for signatures.
	2. Instructions for contacting members to obtain the spouse’s information added.
	3. Instructions updated related to manual notices mailed through CWW for mandatory spousal notices.
		1. Instructions added on how to complete the manual notices as well
2. Process Help 11.10 – Special Considerations for LTC Medicaid
	1. 11.10.1.2 – Tips for completing the real property page
		1. Added instructions on inputting the information related to real property for members and applicants.