



**STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

**Earl Ray Tomblin**  
Governor

**Bureau for Medical Services  
Home & Community Based Services  
350 Capitol Street – Room 251  
Charleston, West Virginia 25301-3706  
Telephone: (304) 558-1700 Fax: (304) 558-4398**

**Karen L. Bowling**  
Cabinet Secretary

To: ADW Providers

From: Susan Given, Program Manager  
ADW and Personal Care

Date: February 18, 2015

Re: Counties served by ADW Providers

As BMS moves forward with changes in the ADW Program, one of the things that we want to do is notify people who are getting slots in the new fiscal year, a few weeks in advance so they can be working on financial eligibility. This has been done successfully in the I/DD Waiver for a number of years. For example, if a person is going to be awarded a slot on July 1, 2015 from a slot that was vacated in the previous fiscal year, letters will be mailed in April and May, possibly even June. This letter will tell applicants they will have a slot effective July 1, 2015 and that slot cannot be accessed until that time. However, applicants can begin working on financial eligibility. This will help BMS get the vacant Waiver slot filled and more importantly, services to people who need them more quickly.

As a result of this change, BMS is going to implement a restriction on when new service areas may be added by a provider. Providers may currently add counties until March 31, 2015. No new counties may be added again until December 31, 2015. Beginning in 2016, the ongoing cycle will allow providers to add counties 2 times per year, effective June 30<sup>th</sup> and December 31<sup>st</sup> of each year. This is needed for the obvious reason that as we send out letters notifying people they have slots, they will also receive a Service Model Selection Form and Choice of Provider Form. Changing the counties served too often creates problems with the process of making sure all agencies are on the Selection Forms when they are sent out. Providers may choose to stop providing services in a county at any time. Transfer of members need to be done per policy.

In summary, if you are thinking about adding services in any counties (an agency office site can serve no more than 8 contiguous counties), those changes must take place by March 31, 2015.