**APPLYING FOR A MEDICAID “HOME AND COMMUNITY BASED WAIVER” or ADMITTING A LOVED ONE DIRECTLY TO A LONG TERM CARE FACILITY FROM HOME**

1. **Call your Area Agency on Aging (AAA**), for central Indiana, call CICOA 317-254-5465 and request an evaluation for your loved one for an “at home waiver.” This is the same evaluation done to see if someone is at a “nursing home level of care.” They will ask you questions over the phone based on the attached sheet.
2. **If you are considering assisted living facilities**- get your loved one waitlisted at several appropriate facilities- visit facilities and determine if appropriate both physical location of facility and the appearance of the rooms and care provided.
3. **If you are considering long term care facilities:** the same thing will occur except you will look at LTC facilities and choose one or two that meet your wishes. (Sometimes these facilities will do their own evaluation to determine if they think an “emergency admit” is appropriate).
4. **Evaluation:** The AAA/CICOA will come to your home and evaluate your loved one. **There needs to be someone at this evaluation who will be very accurate about the assistance that your loved one requires**- if he/she requires “hands-on assistance” or “standby assistance” for most things he/she is not able to perform that activity independently.
   1. Must require assistance with 3 Activities of Daily Living (ADLs) based on the attached list of questions.
   2. Common ADLs with which your loved one may require assistance:
      1. Medications
      2. Bathing
      3. Dressing
      4. Toileting
      5. Transferring
      6. Ambulating
      7. Eating/Meal Preparation
   3. Another question on the questionnaire: Has his/her overall condition deteriorated in the past 6 months
5. **Slot Awarded**: He/she will be awarded a waiver or be given a consent for nursing home level of care. See the attached example of the Waiver Slot Award Letter/CCB. The AAA will award a certain number of hours for home care or established your loved one as eligible for assisted living waiver services.
6. **Call our office and get us a copy of the waiver award:** Once you receive your approval, call us so we may either proceed with the Medicaid application or notify Medicaid so that they can change the category of assistance for your loved one. (This step is specific to your individual case as the timing of the Medicaid application depends on several factors such as income, resources, marital status, etc.).
7. **Married Couple without a Prior Snapshot Date:** If he/she is staying at home and is married- the date of the award letter is very important as it may be used as the couple’s “snapshot date.” The spenddown for Medicaid will happen after the award of the slot is given and will likely be for the first of the month after the award- depending on the date of the award.
8. **If an “event” happens:** **Please call our office if an event happens prior to getting through the waiver process.**