

Non-health DC Role in Applicant File Review

Non-health DC or CMHC?
If the CMHC routinely reviews all non-health documentation, then the non-health DC does not have to review to provide applicant file review feedback.

Non-health DC Feedback
Non-health DC provides feedback regarding review of non-health documents. They do not approve applicants for enrollment or recommend denial.

Approved for Enrollment?
If applicant is approved for enrollment by QHP/QHPs, then STOP here and go to Step 1 of the "Non-Health DC's Role in Preparing for Arrival"!

HWD assigns non-health applicant file information to non-health DC to review (e.g., IEP or 504 plan) unless the CMHC routinely reviews all non-health documentation.

1

Non-health DC reviews non-health information and provides FEEDBACK to the HWD in a timely manner.

2

HWD reviews information and determines which QHPs need to review, if any. QHPs are provided with the non-health DC's feedback and asked to review the related documents.

3

QHP makes a decision on enrollment.

4

If QHP recommends denial of enrollment, they may collaborate with a DC to ID DA that potentially reduce the barriers to enrollment. Ultimately the QHP must decide which DA are relevant.

5

Then either the QHP, the DC or the QHP+DC collaboratively contact the applicant to discuss DA approved by the QHP (and any relevant requested accommodations by the applicant or others on their behalf) to potentially reduce barriers to enrollment and document interactive process outcomes on the relevant assessment (i.e., HCNA or DTA).

6

QHP determines whether agreed upon DA with applicant would reduce the barriers to enrollment sufficiently to allow for enrollment.

7

Blue - Wellness tasks

Green - DC or DC in collaboration with Wellness's tasks

DC (Non-health, Full Time, or HWD) Role After Approved for Enrollment/Pre-Arrival

If an applicant discloses documentation of disability, requests an accommodation, or indicates that they wish to speak with a Disability Coordinator, the designated DC **contacts the applicant** to discuss and determine the need for disability accommodations and **initiate the interactive disability accommodation process, as appropriate.**

1

If the applicant wishes to have accommodations, then the agreed upon accommodations are entered as an AP in CIS and the contact is documented in the CIS Accommodation Notes tab. If the applicant refuses all accommodations, then the DC documents the refusal on the RA/RM/AAS Request and DCC Form.

2

The Pre-Arrival Process Begins After Approved for Enrollment

A DC does not contact the applicant to initiate the interactive disability accommodation process until Wellness notifies that the applicant is APPROVED for enrollment.

Reasonableness

Centers may NOT deny accommodations. If the center DAC determines that an accommodation is unreasonable (after first offering equally effective alternative accommodations, if any), then the center should contact their Regional Disability Coordinator for assistance.

KEY

- AP - Accommodation Plan
- DA - Disability Accommodations
- DAC - Disability Accommodation Committee
- DC - Disability Coordinator
- DTA - Direct Threat Assessment
- HCNA - Health Care Needs Assessment
- HWD - Health and Wellness Director
- QHP - Qualified Health Professional
- RA/RM/AAS Request and DCC Form - Reasonable Accommodation, Reasonable Modification in Policies, Practices or Procedures, and Auxiliary Aids and Services and Disability Coordinator Contact Form (found in Form 2-03).