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## Disability Review Team Determination Timeframes

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These rules govern the review process for the Disability Review Team (DRT) determination timeframes. Exceptions to these timeframes should be brought to the attention of supervisory staff.

The ***Disability Review Team Certificate (LDSS 639)*** should be used only to record *final* outcomes such as Group I, Group II, Disapproved or Unable to Complete (by checking the No Action box on the form).

### CCD Case Development Timeframes

- If the record contains all required documentation and signatures, CCD sends case to MCU within 3 business days of the DSP referral date.
- If current/additional information is needed, CCD attempts to gather information and sends case to MCU within 8 business days of the DSP referral date, whether or not additional information was obtained.

### Obtaining Additional Information

As described below, the following timeframes apply to ALL cases when additional information is needed:

#### Hospital Cases

- For a client who is hospitalized or has been discharged from the hospital, the CCD calls, faxes or emails the hospital liaison to obtain current/additional information. If the hospital representative requires a written request for the additional information, the CCD faxes or emails the ***DSP Request for Additional Information*** letter (***CAS-202***) containing the documentation required.
- If requested information is received, the CCD adds the information to the case and forwards it to MCU within 8 business days of the DSP referral date.
- If information is *not* received, the CCD sends the case to MCU within 8 business days of the DSP referral date.

#### Community Cases

- If current/additional information is needed on a community case, the CCD contacts the client, treating source or MICSA liaison directly via phone, fax or email. If the treatment provider requires a written request for the additional

- information, the CCD faxes or emails the *DSP Request for Additional Information* letter (CAS-202) containing the documentation required.
- If requested information is received, the CCD adds the information to the case and forwards it to MCU within 8 business days of the DSP referral date.
  - If information is *not* received or the client informs the CCD that he/she has no medical provider to supply additional information, the CCD forwards the case to MCU within 8 business days of the DSP referral date.

### Nursing Home Cases

- For a client who is in a nursing home or has been discharged from the nursing home, the CCD contacts the nursing home or the MICSA nursing home liaison via phone, fax or email. If the Nursing Home source requires a written request for the additional information, the CCD faxes or emails the *DSP Request for Additional Information* letter (CAS-202) listing the documentation required.
- If information is received, the CCD adds the information to the case and sends it to MCU within 8 business days of the DSP referral date.
- If information is *not* received, the CCD sends the case to MCU within 8 business days of the DSP referral date.

### **MCU Review/Determination Timeframes**

If no additional information is needed on a case, a final review should be completed within 2 business days from the date the case is received from DSP.

### **Obtaining Additional Information**

As described below, the following timeframes apply to ALL cases when additional information is needed:

#### Hospital and Nursing Home Cases

- If current/additional documentation is needed for a client in a hospital or nursing home or a client who has been discharged from the hospital or nursing home and the CCD has not previously requested that information, MCU may return the case with a request for specific information to the CCD within 2 business days from the date case is received from DSP. CCD returns case with or without the requested information within 5 business days of the MCU request.
- If no information is received or the information received is insufficient for a hospitalized client, MCU makes a final determination within 2 business days from the date case is received from DSP.
- If current/additional documentation is needed for a client who has been discharged from the hospital and/or nursing home, MCU requests a Consultative Exam at the same time as the request for additional information is made.

- If the additional information is received prior to the CE appointment outcome and MCU has sufficient information to make a determination, the CE appointment is cancelled.
- If the additional information is NOT received or the information is not sufficient to make a determination, MCU waits to receive the results of the CE which are returned within 25 business days from the date the request was submitted to IMA.
- If CE results are provided, final determinations should be made within 2 business days from receipt of the CE.
- If CE results are not provided by the 26<sup>th</sup> business day after the CE request was made, the case should be reviewed considering the information available. A final determination should be completed within 27 business days from the date the CE request was submitted to IMA.

### Community Cases

- If current/additional documentation is needed, MCU requests a Consultative Exam. CE results are returned within 25 business days from the date the request was submitted to IMA.
- If CE results are provided, final determinations should be made within 2 business days from receipt of the CE.
- If CE results are not provided by the 26<sup>th</sup> business day after the CE request was made, the case should be reviewed considering the information available. A final determination should be completed within 27 business days from the date the CE request was submitted to IMA.

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