

CAH I & II Quarterly Report Completion Instructions

Per the CMS 1915 (c) waiver, the LDSS is required to track and submit quarterly reports regarding participant applications, including the number of authorized participants, disenrolled participants, and applicants denied waiver participation. These reports and records are also used to assess LDSS waiver administrative performance.

The CAH I/II Quarterly Report has been revised to include a section for Home and Vehicle Modifications.

The following are instructions to complete the Quarterly Report:

1. Please check the box at the top for the quarter that is being reported.
2. Please include Participant's full name, Level of Care, Date of Birth (DOB) and CIN.
3. The category for "Reason for Change/Action" needs to indicate the reason for the change as noted by the answer key at the bottom of the form. If the change is "Other," please provide the reason.
4. The form must be complete with signature, title, date and email address of the person filling out the information.
5. For the Home and Vehicle Modification sheet: Complete this sheet when the home and vehicle modification has been finalized and all the required documentation has been received by DOH. (Attachment B, Attachment D, and post evaluation.)
6. The Quarterly Report must be submitted by every county. If you have no CAH I/II participants, then please note "NONE" in the first box under "Child's Name."
7. All Quarterly Reports are due by last business day of the month, as specified below:
 - a. 1st Quarter Report due by last business day of April
 - b. 2nd Quarter Report due by last business day of July
 - c. 3rd Quarter Report due by last business day of October
 - d. 4th Quarter Report due by last business day of January