



Announcing the HCBS Short Form Referral Launch and Designated County Case Page Updates

July 25, 2024

Children’s HCBS Providers, HHSCs, CMAs, and C-YES,

The Short Form Connection Process is now live within the Children’s HCBS Referral and Authorization Portal in IRAMS. The Short Form Connection process will entail the submission of a “connection” from an HHCM/C-YES and acceptance from an HCBS provider. The Short Form Connection will be available for a limited period until all children/youth who were receiving services before June 17th and who continue to receive services today are accounted for in the system. To ensure ease of navigating the Short Form Connection Process, the following resources have been developed:

- Short Form Connection Process: Guide (PDF) - Webinar (PDF) - July 24, 2024

During the July 24th webinar, the team briefly discussed how to handle situations when a participant’s Designated County may not match their residence county. If any of the following situations apply, the care manager can now manually change the designated county of the participant within the system:

- If the participant's Medicaid county of residence is in NYC
- If the participant’s Medicaid county is listed as Special county in Medicaid (OMH)
- If there is a discrepancy in Medicaid residence county with the county of the residence zip code

The following alert will appear in the system on the Child Case Page in these circumstances:



The care manager should select “Edit County” and then select the appropriate county of residence from the drop down list:





This option is only appropriate for use in the situations outlined above. These instructions will soon be added to the HCBS Referral and Authorization Portal User Guide.

*Additional information related to the Children's HCBS Electronic Referral and Authorization Portal can be found in the following resources:*

- *Announcing the Launch of the HCBS Referral and Authorization Portal - ([Web](#)) - ([PDF](#)) - May 16, 2024*
- *Overview of the Children's HCBS Electronic Referral Portal - ([PDF](#)) - ([Recording](#)) - May 29, 2024*
- *HCBS Referral and Authorization Portal FAQ - ([Web](#)) - ([PDF](#)) - June 2024*
- *HCBS Referral and Authorization Portal User Guide - ([PDF](#)) - June 2024*

*Any questions or requests for assistance related to the Electronic Referral and Authorization Portal can be sent to <https://apps.health.ny.gov/pubpal/builder/email-health-homes>, with "IRAMS Questions only- No PHI" as the subject.*