



Instructions: Service Continuation Requests-TBI Waiver

The completion of the PAS and Rancho is required annually to ensure that the program participant is still medically eligible to receive services for the TBI Waiver Program. When circumstances occur that prevent the medical reevaluation from being completed prior to the anchor date, the Case Management Agency (CMA) will need to request a continuation of services allowing the person to continue to receive TBI Waiver services. When such a request is approved, the Service Continuation grace period will allow additional time for scheduling an annual medical reevaluation conducted by the ASO.

The WEST VIRGINIA TBI WAIVER REQUEST TO CONTINUE SERVICES form must be completed and submitted to KEPRO by secure fax (866-607-9903) or secure email to wtbiwaiver@kepro.com. Requests made in any other form or manner will not be reviewed.

Filling out the Form:

- a. Date Request is submitted: The date the form is faxed or emailed to KEPRO
- b. Name of Person submitting the request: Name of the Case Manager
- c. Provider Agency: Include the name of the Case Management Agency and location
- d. Contact Information: Case Manager's phone number and extension and email address
- e. Program Participant Name: First Name, Middle Initial and Last Name
- f. Anchor Date: Place the program participant's anchor date here.
- g. Enrollment Date: Place the program participant's enrollment date here.
- h. The Case Manager would check the box "Eligibility extension request" and include the expiration date and the number of requested days for the extension
- i. Use the box below this section to briefly describe the reason for the request
- j. The remaining portion of the form is completed by the UMC

The UMC will complete its review and make one of three decisions:

1. Approved with date extension provided
2. Not Approved
3. Request for Additional Documentation

The UMC staff will send the completed form back to the person(s) who requested the service continuation.