

How to Apply for the Aged and Disabled Wavier (ADW) Program

1. What is the ADW Program?

This is an in-home care program that allows staff to come into your home to assist you with your personal needs. This program is for individuals who need the same type of care provided in a nursing home but want to stay in their own home.

2. How do I begin the process to apply for this program?

You must first apply to see if you are financially eligible for this program. You can get an application called the Medical Necessity Evaluation Request (MNER) from one of the following resources and have your physician complete it:

- a. Aging and Disability Resource Network
Toll Free: 1-866-987-2372
Website: www.wvnavigate.org
- b. Bureau of Senior Services
Toll Free: 1-866-767-1575
Website: www.wvseniorservices.gov
- c. Bureau for Medical Services
Telephone: 304-558-1700
Website: www.dhhr.wv.gov/bms/hcbs/ADW/Pages/ADW.aspx

3. What happens after my physician completes the form?

The physician will send the form to KEPRO. KEPRO will send you a letter informing you of the receipt of the MNER and enclosed will be a yellow financial eligibility form along with a Case Management Agency Selection form. If you need or want assistance completing the financial form, you may select a Case Management agency to assist you in the process. Return the completed Case Management agency selection form to KEPRO. Once received, they will notify the agency you selected. The Case Manager should contact you within five days. If not, contact the Bureau of Senior Services at 304-558-3317. If you want to complete the financial eligibility process on your own, you will submit the form and a copy of the letter from KEPRO to your county DHHR office so they may determine financial eligibility based on ADW criteria. If you are deemed financially eligible by the DHHR, they will forward the form onto KEPRO. Once KEPRO receives the financial form with an eligibility designation, KEPRO will contact you to schedule an appointment for the KEPRO RN to come to your house and complete a Pre-Admission Screening (PAS) to determine medical eligibility. You must have substantial needs in at least 5 areas of activities of daily living in order to be medically eligible. Below are some of these activities:

- a. Eating
- b. Bathing
- c. Dressing
- d. Grooming
- e. Mobility

f. Toileting

4. What services are available through this program?

You may receive services through a Traditional ADW provider who will send a staff person to your home. You may also self-direct the Personal Attendant Services (Personal Options) which means your employees work directly for you. Services available include:

- a. Personal Attendant Services – an employee trained to assist you with bathing, dressing, grooming, eating, fixing your meals or other personal care needs.
- b. Case Management Services – a licensed professional who helps you identify your needs and plan for your care as well as advocates for and connects you with services or resources in your community.
- c. Aged and Disable Waiver Non-medical Transportation to and from services on your individual service plan.
- d. Nursing Assessment and Supervision – an RN assesses your needs and writes the plan the Personal Attendant follows when delivering your care.

5. Once you are found to be financially and medically eligible, a funded slot must be available to begin receiving services. You may be placed on a Managed Enrollment List which is a wait list if a funded slot is not available.