

**APPENDIX A- ADMINISTRATION**

LINE OF AUTHORITY FOR WAIVER OPERATION

CHECK ONE:

\_\_\_\_\_ The waiver will be operated directly by the Medical Assistance Unit of the Medicaid agency.

\_\_\_\_\_ The waiver will be operated by \_\_\_\_\_, a separate agency of the State, under the supervision of the Medicaid agency. The Medicaid agency exercises administrative discretion in the administration and supervision of the waiver and issues policies, rules and regulations related to the waiver. A copy of the interagency agreement setting forth the authority and arrangements for this policy is on file at the Medicaid agency.

  X  \_\_\_\_\_ The waiver will be operated by the State Office of Mental Retardation (OMR), a separate division within the Single State agency. OMR exercises administrative discretion in the administration and supervision of the waiver and issues policies, rules and regulations related to the waiver

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All services and supports funded under this option are authorized by the County MH/MR Program pursuant to an agreement with the Department of Public Welfare, Office of Mental Retardation which establishes the County MH/MR Program's roles and responsibilities with regard to fiscal and program administration. The Office of Mental Retardation retains final administrative authority for all aspects of the Medicaid Waiver program.

The County MH/MR Program can purchase fiscal and program administrative services in accordance with the MH/MR Act of 1966 and applicable provisions of the Pennsylvania County Code. When administrative services are purchased by the county, the County MH/MR Program shall continue to retain ultimate responsibility for compliance with its agreement with the Department for the administration of waiver funded services. The County MH/MR Program shall also ensure that any purchased administrative services are established in writing pursuant to a contract or agreement. Regardless of how services are purchased, the County MH/MR Program is held responsible for adherence to all provisions of its agreement with the Department. Costs of purchased administrative services shall be paid through the Department's allocation for County Administration of the Waiver. Waiver service funding cannot be used for these purposes.

The following administrative functions shall be retained by the County MH/MR Program as a condition of federal and state funding participation under the waiver, and shall not be approved as functions that can be purchased outside of the County MH/MR Program.

1. Signing of the county's agreement with the Department for administration of waiver services.
2. Monitoring of assigned fiscal and program administrative services pursuant to a signed contract.
3. Determination of level care eligibility for waiver applicants and recipients.
4. Provider enrollment and certification.
5. Submission of all waiver cost and utilization reports to the Department, including cost and utilization related to CMS 372 submissions.
6. Authorization for waiver funded services, rates and charges.
7. Compliance with Single Audit Act.
8. Signing and monitoring of all provider contracts.
9. Control for allocated funds.

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