

## PROCESS OVERVIEWS:

### **Initial and SCCR Special Circumstance (Revision) Requests:**

- SCCR initiates a request and sends it to the ECC email.
- The request is entered into the ECC tracking database and the request is reviewed to determine if the provider needs to complete a checklist prior to inspection.
- When the checklists are returned (or if a checklist wasn't required), the request is then forwarded to the appropriate DHSS-EPHS V for inspection.
- The DHSS-EPHS V (or one of their EPHS staff) completes the inspection(s).
- The DHSS-EPHS returns a copy of the completed inspection(s) to the ECC email account within 10 days of completion.
- The information is entered into the ECC tracking database and copies of the inspection(s) are forwarded to SCCR.
- Once the provider is approved, the record is closed in the ECC database.

### **LPHA Special Circumstance Requests:**

- The DHSS-EPHS will complete the SC template located on the O: Drive and email the request to the LPHA with a cc: to the ECC email.
- ECC enters the request in the tracking database.
- A new step in this process is that the LPHA must return a copy of their inspection(s) within 10 days of completion. The LPHA may return their inspection via email to the ECC email and copy their DHSS-EPHS. The LPHA may also fax a copy of their inspection if unable to scan and send via email.
- Once received by ECC, the information will be entered in the database and the record will be closed once the provider has passed inspection. ***\*Returning a copy of the SC inspection does not take the place of the LPHA sending in copies for their CCSI billing or sending copies to SCCR. They should continue these processes as normal.\****

### **Annuals/Renewals to LPHA:**

- SCCR sends the request for an annual/renewal inspection to the LPHA and copies the ECC email.
- ECC enters the information in the tracking database.
- The LPHA conducts their inspections and returns copies to ECC one of two ways:
  - Option 1: Return the inspection(s) via email to the ECC email account within 10 days of completion.
  - Option 2: Complete and submit CCSI billing monthly instead of quarterly. Billings will be reviewed for reimbursement and to ensure that requests were completed.
- ECC will enter the information in the tracking database. The record will be closed in the database once the provider has passed inspection. ***\*The LPHA will still be required to submit copies of their inspections to SCCR and to their District EPHS.\****

### **Training Inspections with LPHA:**

- Once a training inspection is conducted with the LPHA; the EPHS will submit a copy to the ECC email and note that it is for LPHA training.
- The LPHA information and inspection will be entered in the database for record keeping purposes.
- This includes requests where DHSS is the lead and when the LPHA is the lead with a DHSS staff person present for review. ***\*Inspections where DHSS is the lead are not payable under the CCSI Participation Agreement. If the LPHA is the lead inspector, they may submit the inspection(s) for reimbursement. Copies of inspections should still be returned by the LPHA as outlined in the applicable procedure above.\****