



Office for People With Developmental Disabilities

LCED Form User Guide

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A. Level of Care Eligibility Determination (LCED) Form for HCBS Waiver Participants

LCED is required for all participants in the HCBS waiver and/or Care Coordination. The LCED form is used for the initial determination and annual redetermination (i.e., reevaluation) of an individual's eligibility to receive HCBS waiver services and/or Care Coordination. Requirements and instructions for completing the LCED can be found on OPWDD's Website: [ADM #2020-02 Revised Intermediate Care Facilities for Individuals with Intellectual Disabilities ICF/IDD Level of Care Eligibility Determination \(LCED\) | Office for People With Developmental Disabilities \(ny.gov\)](#).

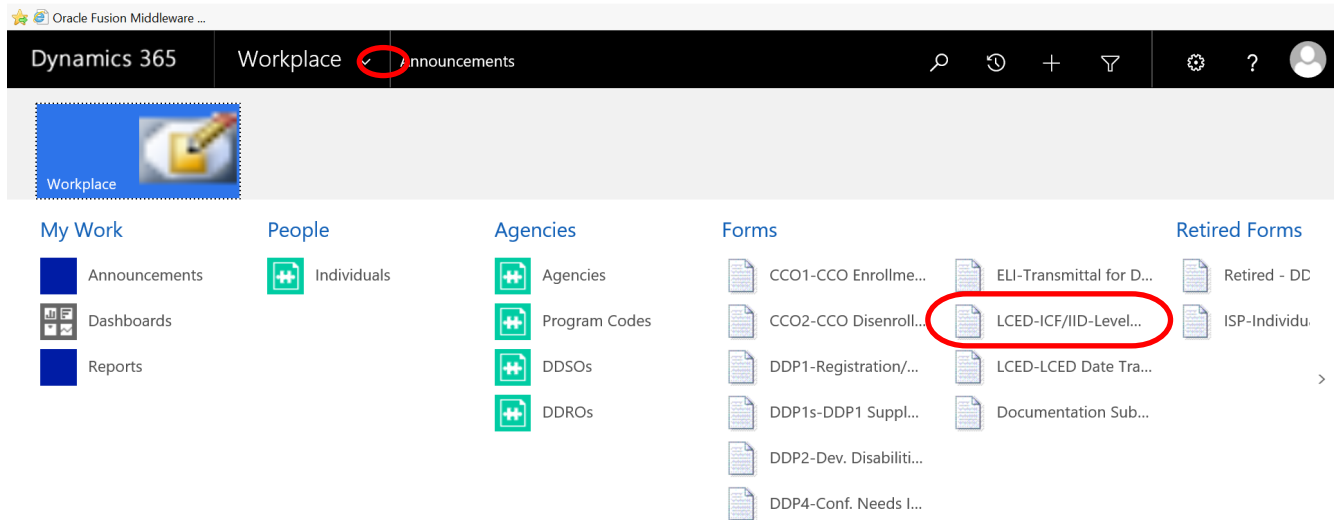
Redeterminations must be completed by a designated Qualified Reviewer. Only a voluntary agency user with a role of CCO Level 2 or CCO Supervisor can complete the LCED Form. Initial LCEDs are completed by OPWDD staff. OPWDD staff will share the initial LCED with the CCO Agency using the share function in CHOICES

Please note, these instructions do not apply to the LCED for those residing in an Intermediate Care Facility (ICF). For those residing in an ICF a separate LCED form with separate requirements is used and is not completed in the CHOICES system.

B. Location of the LCED

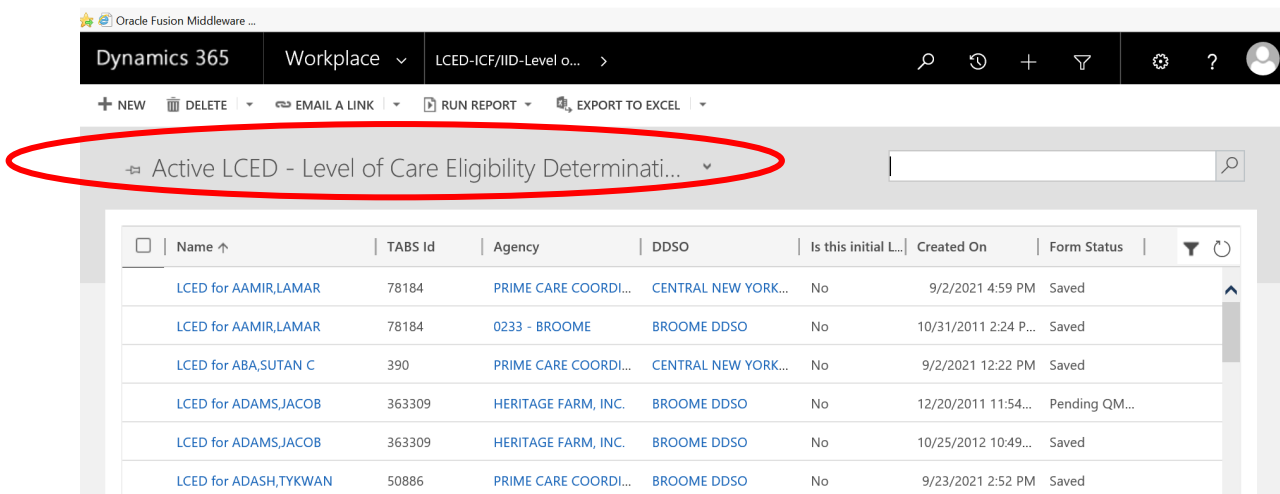
The LCED can be found in two places, under Workplace and on the Individual's record.

To find it in the workplace, Click the Workplace arrow (circled in red) to display the sections and then click on LCED-ICF/IID Level...



The screenshot shows the Dynamics 365 Workplace navigation menu. The 'Workplace' dropdown is circled in red. Below it, there are several sections: 'My Work' (Announcements, Dashboards, Reports), 'People' (Individuals), 'Agencies' (Agencies, Program Codes, DDSOs, DDROs), 'Forms' (CCO1-CCO Enrollme..., CCO2-CCO Disenroll..., DDP1-Registration/..., DDP1s-DDP1 Suppl..., DDP2-Dev. Disabiliti..., DDP4-Conf. Needs I...), and 'Retired Forms' (Retired - DC, ISP-Individu...). The 'LCED-ICF/IID-Level...' link in the 'Forms' section is circled in red.

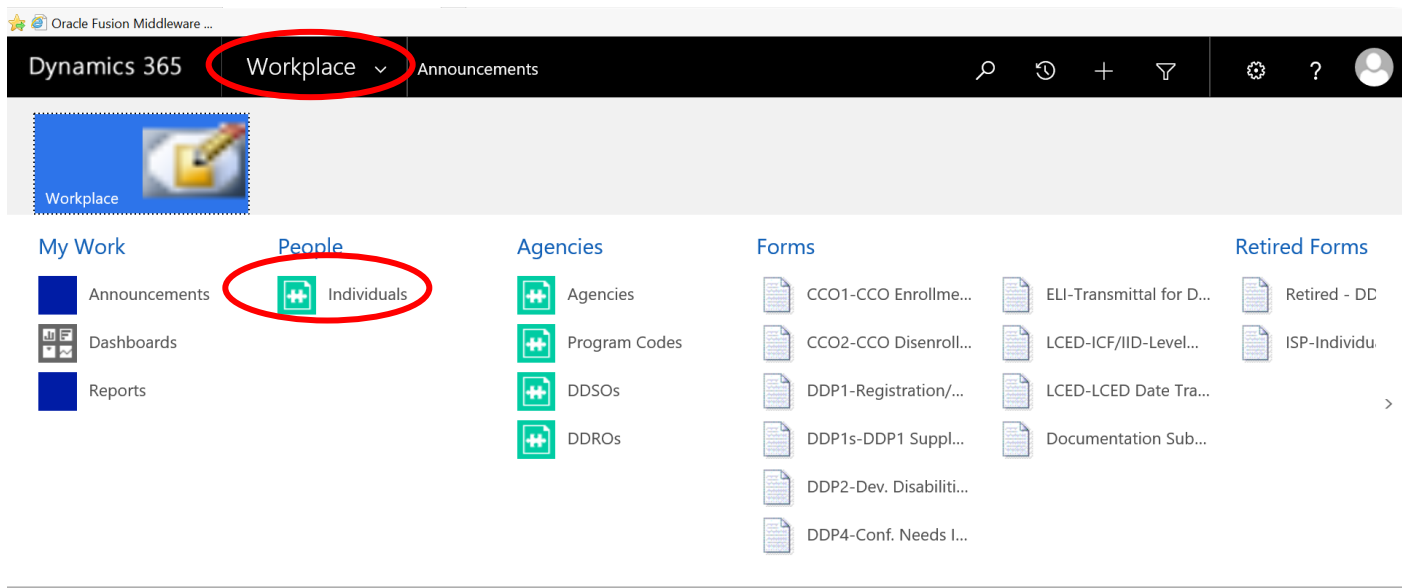
The LCED section will display according to the selected VIEW. The view in this graphic is set to Active.



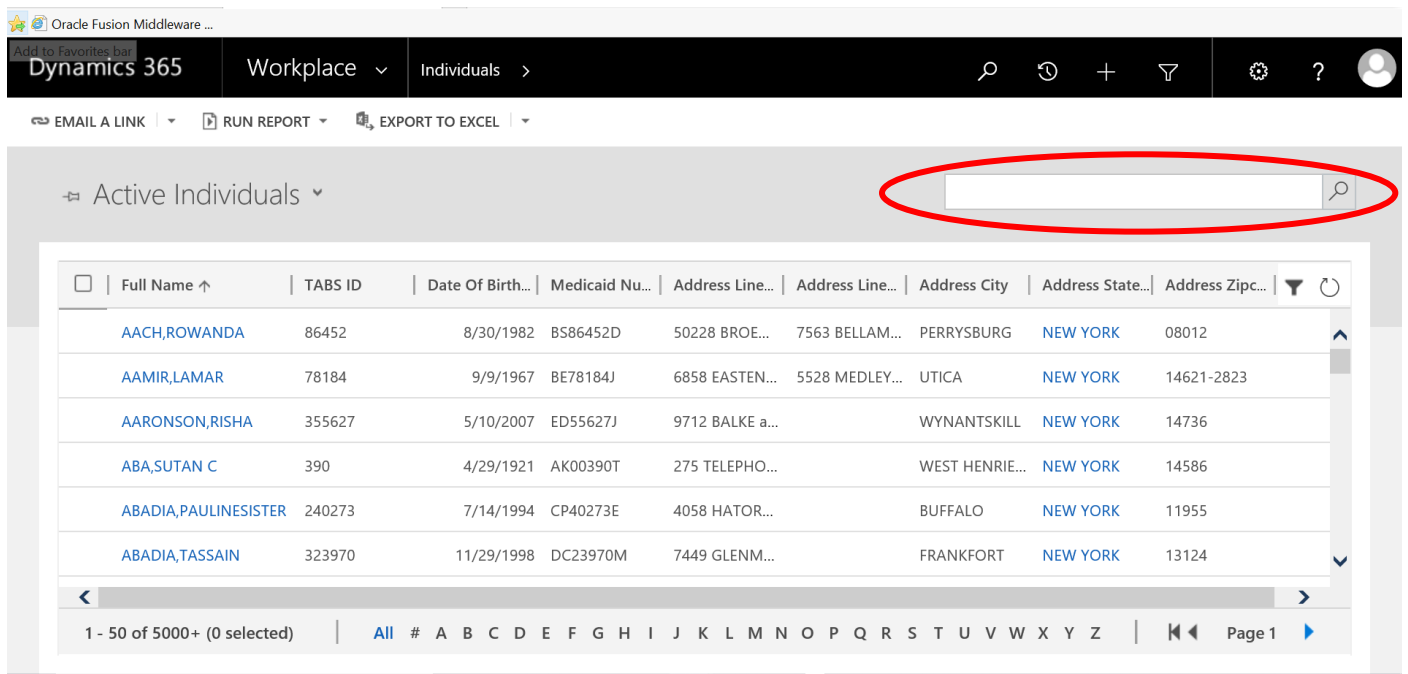
The screenshot shows the Dynamics 365 LCED-ICF/IID-Level o... view. The 'Active LCED - Level of Care Eligibility Determinati...' dropdown is circled in red. Below it, there is a table with the following data:


Name	TABS Id	Agency	DDSO	Is this initial L...	Created On	Form Status
LCED for AAMIR,LAMAR	78184	PRIME CARE COORDI...	CENTRAL NEW YORK...	No	9/2/2021 4:59 PM	Saved
LCED for AAMIR,LAMAR	78184	0233 - BROOME	BROOME DDSO	No	10/31/2011 2:24 P...	Saved
LCED for ABA,SUTAN C	390	PRIME CARE COORDI...	CENTRAL NEW YORK...	No	9/2/2021 12:22 PM	Saved
LCED for ADAMS,JACOB	363309	HERITAGE FARM, INC.	BROOME DDSO	No	12/20/2011 11:54...	Pending QM...
LCED for ADAMS,JACOB	363309	HERITAGE FARM, INC.	BROOME DDSO	No	10/25/2012 10:49...	Saved
LCED for ADASH,TYKWAN	50886	PRIME CARE COORDI...	BROOME DDSO	No	9/23/2021 2:52 PM	Saved

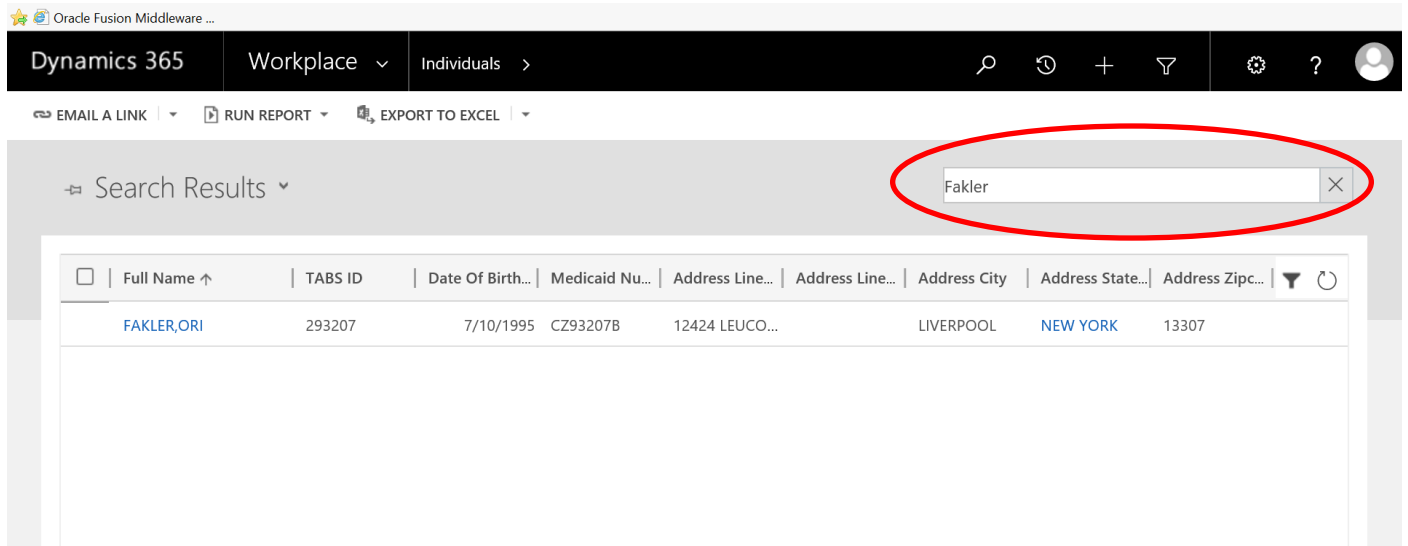
To get to the LCED under an individual, click on the arrow to the right of **Workplace**, to display the sub-sections, scroll to and then click the “**Individuals**” tile:



A list of all individuals will display. In the Individuals section, you can search for the individual by Last Name, First Name or the TABS ID in the search field.



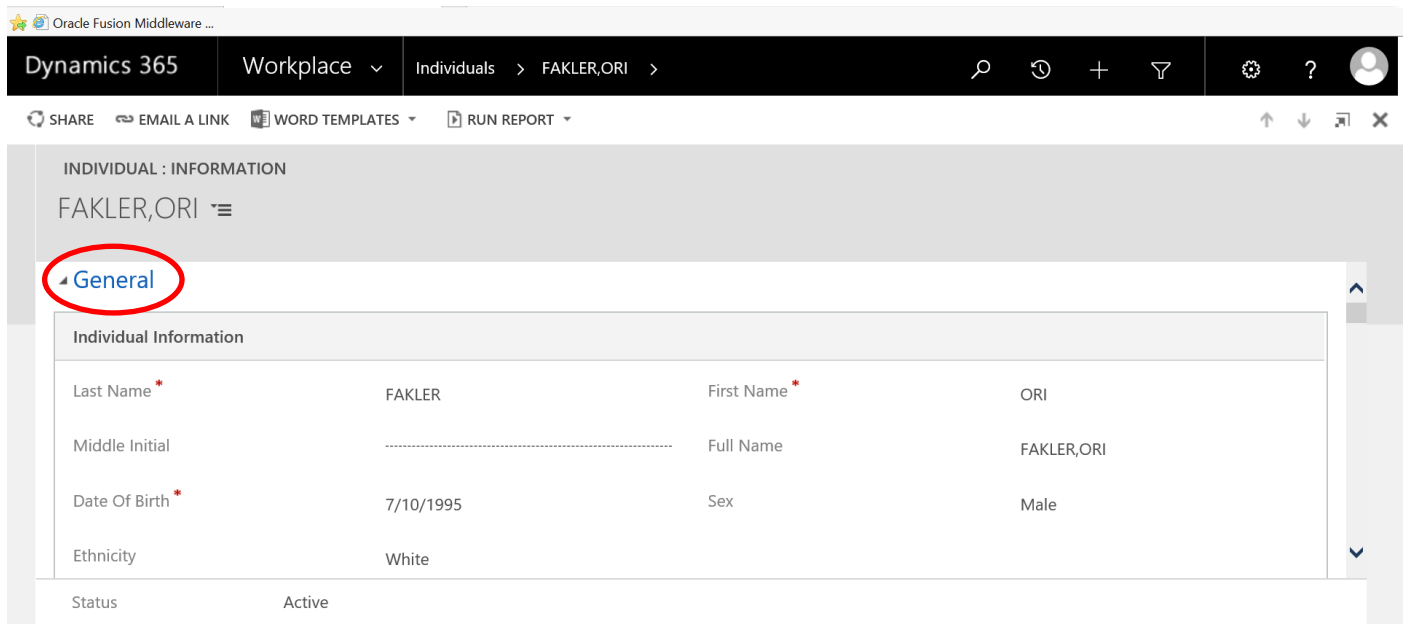
In this example, we want to look for **Ori Fakler** and enter her last name in the Search field box. Click the Start Search button  or press enter. A list matching our search displays. Click on the name to open the person record.



The screenshot shows the Oracle Fusion Middleware interface. The top navigation bar includes 'Dynamics 365', 'Workplace', and 'Individuals'. A search bar at the top right contains the text 'Fakler' and is circled in red. Below the search bar, a table displays search results. The first result is highlighted in blue and contains the following information:

Full Name ↑	TABS ID	Date Of Birth...	Medicaid Nu...	Address Line...	Address Line...	Address City	Address State...	Address Zipc...
FAKLER,ORI	293207	7/10/1995	CZ93207B	12424 LEUCO...		LIVERPOOL	NEW YORK	13307

Individual Information displays for Fakler, Ori and you are in the **General** section of her record.



The screenshot shows the Oracle Fusion Middleware interface for the individual record of Fakler, Ori. The top navigation bar includes 'Dynamics 365', 'Workplace', and 'Individuals > FAKLER,ORI'. The main content area is titled 'INDIVIDUAL : INFORMATION' and 'FAKLER,ORI'. A sidebar on the left has a 'General' tab selected and circled in red. The main content area displays the following information:

Individual Information			
Last Name *	FAKLER	First Name *	ORI
Middle Initial	Full Name	FAKLER,ORI
Date Of Birth *	7/10/1995	Sex	Male
Ethnicity	White		
Status	Active		

Click on the arrow located next to the person's name to display the sections of the person's record. Then click on LCED – Level of Care... to open that screen.

The screenshot shows the Dynamics 365 interface for an individual named FAKLER,ORI. The navigation menu includes sections for Common, Retired Forms, and Process Sessions. The 'LCED - Level of Care...' option under the Common section is highlighted with a red circle. Below the menu, a table displays personal information for the individual.

Field	Value	Field	Value
Date Of Birth *	7/10/1995	Sex	Male

The LCED section of the person's record opens. Any previously completed LCEDs will show.

The screenshot shows the 'LCED - Level of Care Eligibility Determination Associated Vi...' screen. It features a table with columns for Name, TABS Id, Agency, DDSO, Created On, Status, Form Status, and ICF/MR Level of Care Decision. Three records are listed, all with a status of 'Completed'.

Name	TABS Id	Agency	DDSO	Created On	Status	Form Status	ICF/MR Level of Care Decision
LCED for FAKLER,ORI	293207	PRIME CARE COOR...	BROOME DDSO	3/10/2022 1...	Inactive	Completed	
LCED for FAKLER,ORI	293207	PRIME CARE COOR...	SUNMOUNT DDSO	3/11/2022 2...	Inactive	Completed	
LCED for FAKLER,ORI	293207	PRIME CARE COOR...	SUNMOUNT DDSO	3/14/2022 8...	Inactive	Completed	ICF/IID Level of Care Approv...

C. To Complete a Redetermination when an Initial LCED or Redetermination is in CHOICES

Open the most recent LCED with a form status of “Completed” and then clicking on the name of the LCED that you want to open

INDIVIDUAL : INFORMATION
FAKLER,ORI

LCED - Level of Care Eligibility Determination Ass...

+ ADD NEW LCED - LEVEL... | CHART PANE | RUN REPORT | EXPORT LCED - LEVEL O...

Name	TABS Id	Agency	DDSO	Created On	Status	Form Status	ICF/MR Level
LCED for FAKLER,ORI	293207	PRIME CARE COOR...	SUNMOUNT DDSO	3/11/2022 2...	Inactive	Completed	
LCED for FAKLER,ORI	293207	PRIME CARE COOR...	SUNMOUNT DDSO	3/14/2022 8...	Inactive	Completed	CF/IID Level of Car

1 - 3 of 3 | All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | Page 1

When the LCED opens, click on Copy.


eMedNY: Login | Acumatica - Login | CHOICES | SFS | Izenda | OPWDD - Home | CHOICES | Office fo... | Health Facility Certi...

Dynamics 365 | Workplace | LCED-ICF/IID-Level o... | LCED for AACH,QUE... |

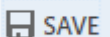
+ NEW | DELETE | SHARE | EMAIL A LINK | WORD TEMPLATES | RUN REPORT | VIEW PDF | COPY

LCED - LEVEL OF CARE ELIGIBILITY DETERMINATION : INFORMATION
LCED for AACH,QUEASIA

A new LCED will open with the following message:

 This is a copy of an existing form. To keep this copy you must save it; otherwise, it will be removed from CHOICES overnight.

OK

Click Ok and then click “Save”  to save this copy.

Review the LCED and make any changes necessary (see instructions starting on page 9, Completing the LCED). When finished reviewing go to the Authorizations Section.

C1. Authorizations

Submission Information

- “Agency” is user’s agency and is pre-populated.
- The user must select the DDSO that is associated with the program code that the individual is enrolled. Note that if the DDSO is not available scroll to the bottom of the list and click on “Look Up More Records.”
- Is this initial LCED? For Agency users, this will automatically be populated as “No” and is locked.

All other sections under Authorization are locked. Scroll to Reviews.

C2. Reviews

This section only appears for Redeterminations.

- *Qualified Reviewer Signing this form*, is required and will default to the person completing the form.
- Enter Title

Dynamics 365 Workplace LCED-ICF/IID-Level o... > New LCED - Level of...

SAVE SAVE & CLOSE SAVE & NEW + NEW SUBMIT FORM

LCED - LEVEL OF CARE ELIGIBILITY DETERMINATION : INFORMATION

New LCED - Level of Care Eligibility Deter...

Reviews

LCED Reviews

Based upon my knowledge of the individual and a review of the most recent psychological evaluation, social evaluation/history, medical history, and the information outlined in questions 1-5, I certify that there has been no significant change that impacts the individual's eligibility for ICF/IID Level of Care.

Qualified Reviewer Signing this Form *
train150 train150

Title *
x

Note: If an individual no longer meets the ICF/IID level of care, the DDRO must immediately be contacted for further action.

You can select a different reviewer, by clicking on the search icon:

Qualified Reviewer Signing this Form *

Train123 Train123


When you click submit the following message will display. Once you click Ok, an email will be sent to the user selected.

Confirmation Dialog

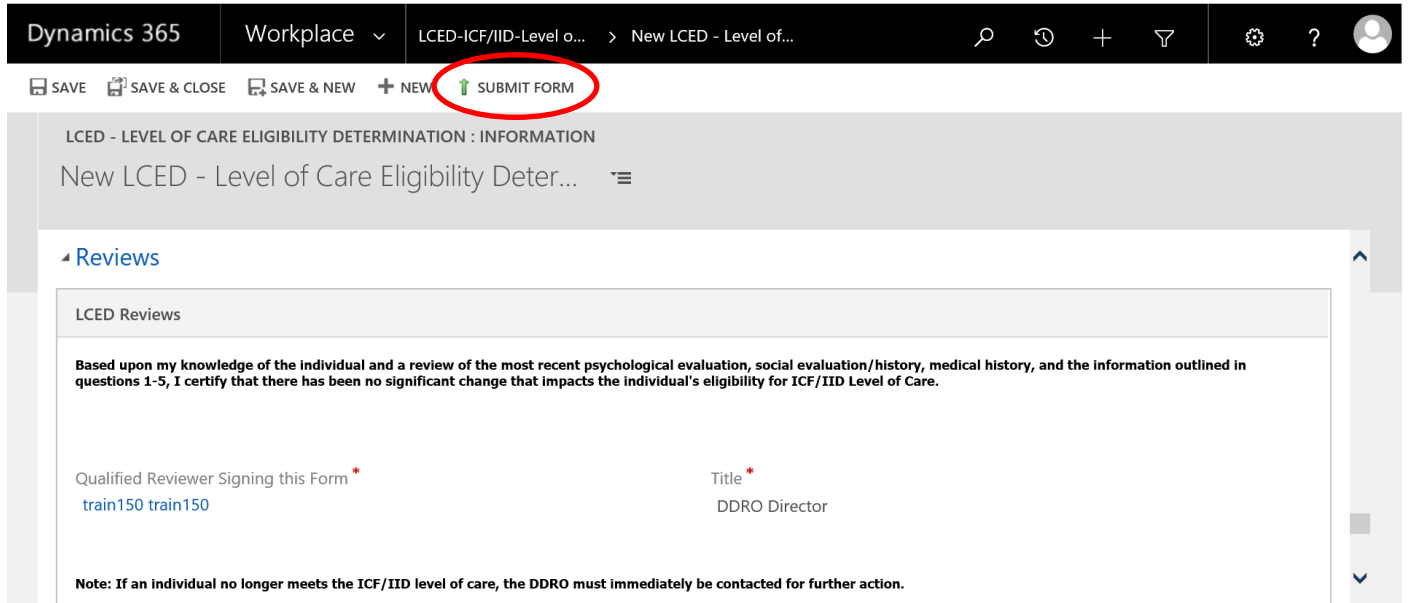
An e-mail will be sent to the selected Qualified Reviewer. Are you sure you want to do this?

OK Cancel

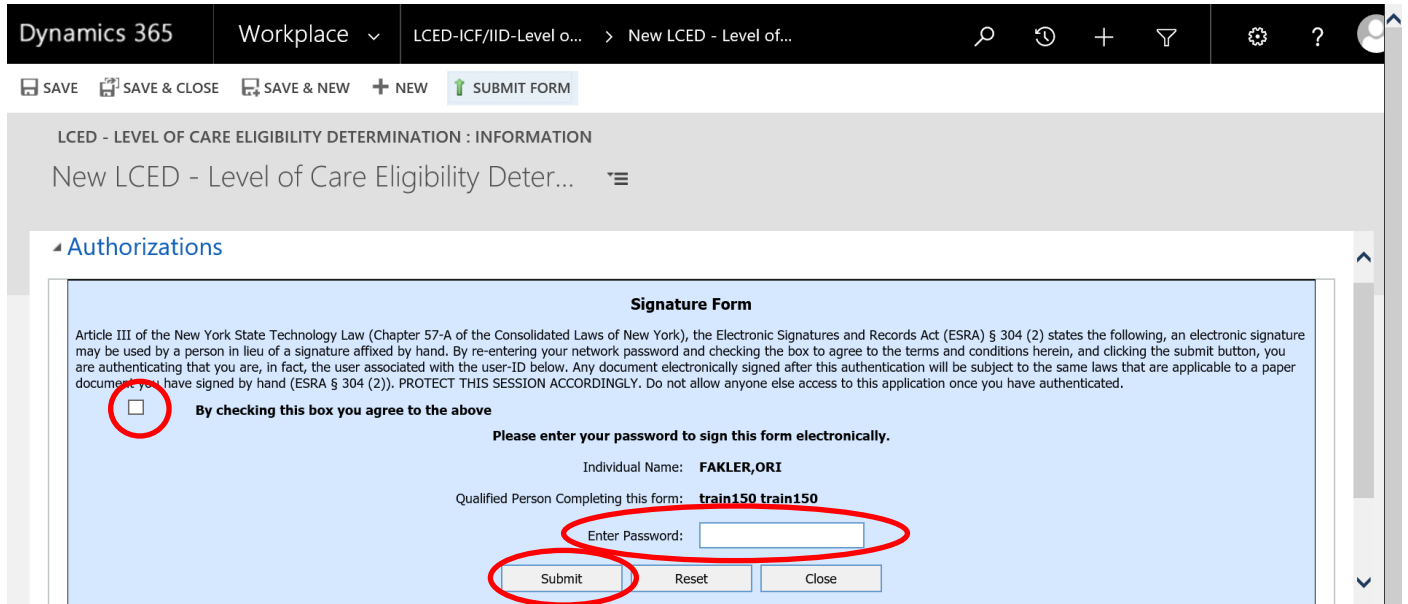
C3. Submit Form

To submit the form, click  Submit Form.

You may find this under the ellipses as well:



Read the informational paragraph, click the box noting – “By checking this box...”, enter your password and then click Submit button.



D. To Complete a Redetermination when an LCED has not been completed in CHOICES

You will need to have a copy of a paper current LCED to complete various sections of the LCED in CHOICES.

+ ADD NEW LCED - LEVEL ...

Click Add New LCED.

A new LCED form will open, and the Individual's information will pre-populate, and those fields will not be available for editing.

The screenshot shows a Dynamics 365 form for a new LCED. The form is titled "New LCED - Level of Care Eligib...". The "General" section is expanded, showing "Individual Information" with the following fields:

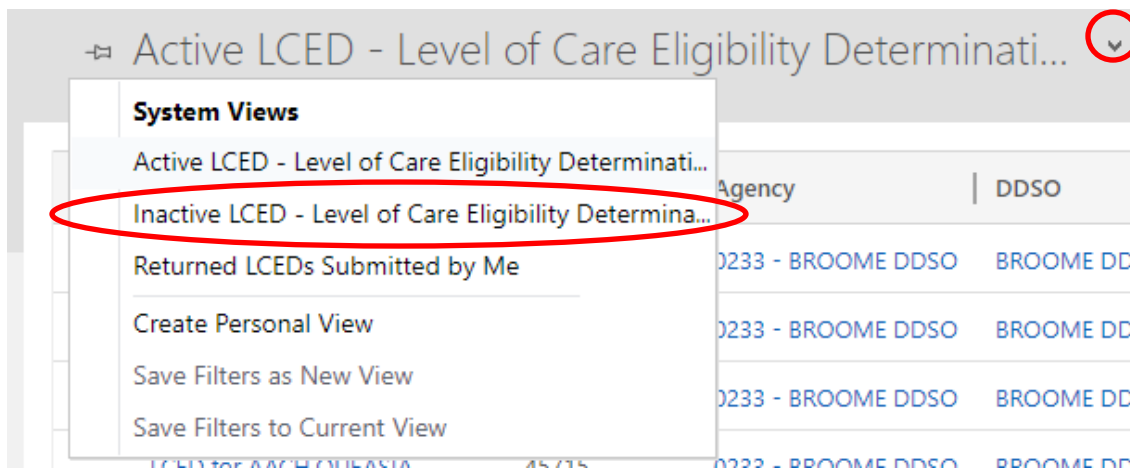
Field	Value
Individual	FAKLER, ORI
TABS ID *	293207
First Name	ORI
Last Name	FAKLER
Middle Initial
Date of Birth	7/10/1995
Street 1	12424 LEUCONIA MYGATT
Street 2
Status	Active

Enter the information in the Date of Pre-enrollment Evaluations and Eligibility Criteria and then complete as you would normally per section F.

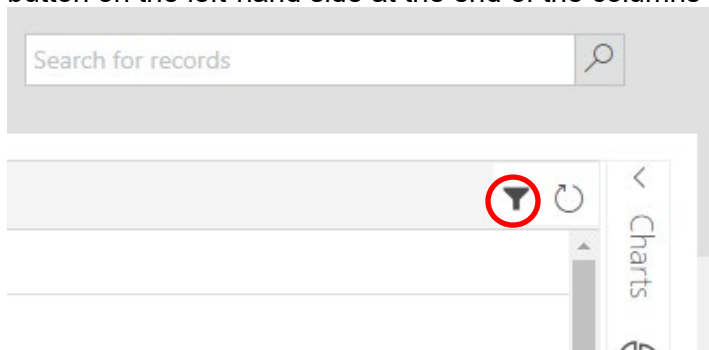
E. To Complete an LCED Redetermination for an individual not yet enrolled in a CCO program code

When the DDRO completes the Initial LCED OPWDD staff will share it with the CCO Agency using the share function in CHOICES. If the annual redetermination is due prior to enrollment in the CCO program code, the CCO user (Level II and Supervisor role) will need to go to the LCED section in CHOICES to complete the redetermination.

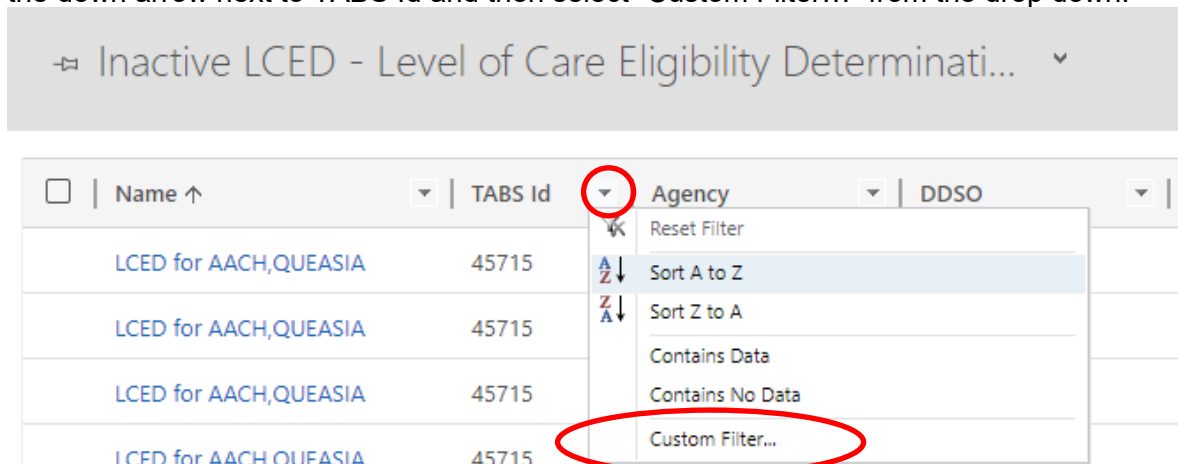
In that section, you will need to change the view to Inactive LCED's. Do this by clicking on the down arrow next and selecting "Inactive LCED – Level of Care Eligibility Determination"



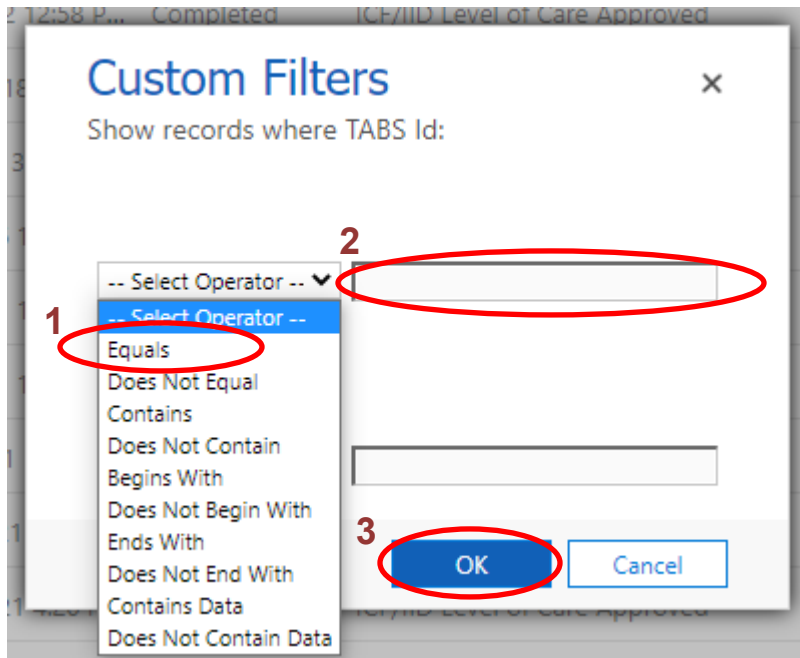
Once the correct view is chosen, you will need to filter to find the individual's LCED. Click on the filter button on the left-hand side at the end of the columns



After clicking this button, it will turn white and down arrows will appear next to each column heading. Click the down arrow next to TABS Id and then select "Custom Filter..." from the drop down.



The Custom Filter box will appear, click on the arrow next to Select Operator and choose "Equals," then type in the TABS ID of the individual.



The shared LCED for that individual will appear, click on the name and then copy the LCED and complete as you would normally per section F.

Inactive LCED - Level of Care Eligibility Determinati... ▾

Name ↑	TABS Id	Agency	DDSO	Created On	Form Stat...	ICF/MR Level of Care Decis...
LCED for CALUS,CASSIUS	35694	0233 - BROOME DDSO	BROOME DDSO	8/9/2021 3:03 PM	Completed	ICF/IID Level of Care Approved

The LCED date will be transmitted to TABS to allow for CCO enrollment. The redetermination completed by the CCO will appear under the individual's record when they are enrolled into that CCO's program code.

F. Completing the LCED

Dates of Pre-enrollment Evaluations section

Note that the physical, social, and psychological evaluations 1) Cannot be future dates for any of the evaluation fields, 2) Physical and Social are required for initial LCED, 3) None of these dates are required for redetermination but enter that information if known.

The screenshot shows the Dynamics 365 interface for 'LCED - LEVEL OF CARE ELIGIBILITY DETERMINATION : INFORMATION'. The page title is 'LCED for FAKLER,ORI'. Below the title, there are two rows of text boxes for '620 Eligibility' and '621 Eligibility'. A red circle highlights the section header 'Dates of Pre-enrollment Evaluations'. Below this header, there are three text boxes labeled 'Physical', 'Social', and 'Psychological'.

Eligibility Criteria section

1. Diagnosis

- At least one is required. User may select more than one
- If user selects Other, input in textbox is required

The screenshot shows the Dynamics 365 interface for 'LCED - LEVEL OF CARE ELIGIBILITY DETERMINATION : INFORMATION'. The page title is 'New LCED - Level of Care Eligibility Deter...'. Below the title, there are three text boxes labeled 'Physical', 'Social', and 'Psychological'. A red circle highlights the section header '1. Diagnosis'. Below this header, there are six checkboxes with corresponding labels: A. Intellectual Disability, B. Epilepsy, C. Autism, D. Neurological Impairment, E. Cerebral Palsy, and F. Familial Dysautonomia. There is also a text box for 'H. Other'. At the bottom, there is a 'Status' field with the value 'Active'.

2. Disability Manifested Prior to Age 22

- Click on the box, the yes or no prompt will appear. Choose yes or no.

Dynamics 365 Workplace LCED-ICF/ID-Level o... > New LCED - Level of...

SAVE SAVE & CLOSE SAVE & NEW + NEW SUBMIT FORM

LCED - LEVEL OF CARE ELIGIBILITY DETERMINATION : INFORMATION

New LCED - Level of Care Eligibility Deter...

D. Neurological Impairment <input type="checkbox"/>	E. Cerebral Palsy <input type="checkbox"/>	F. Familial Dysautonomia <input type="checkbox"/>
G. Prader-Willi Syndrome <input type="checkbox"/>	H. Other	

2. Disability Manifested Prior to Age 22

Disability Manifested Prior to Age 22

Yes
No

3. Severe Behavior Problem

Severe Behavior Problem

3. Severe Behavior Problem

- User must select a value for “Severe Behavior Problem”
- If user selects Yes, then user must make a frequency selection from the drop down
- If user selects No, then user should not make a frequency selection (Note that this is the ONLY dropdown that can be a blank in this form). If User selects, No, for “Severe Behavior Problem” and a frequency is selected, upon submission an error message will display

Dynamics 365 Workplace LCED-ICF/IID-Level o... > New LCED - Level of...

SAVE SAVE & CLOSE SAVE & NEW + NEW SUBMIT FORM

LCED - LEVEL OF CARE ELIGIBILITY DETERMINATION : INFORMATION
New LCED - Level of Care Eligibility Deter...

2. Disability Manifested Prior to Age 22
Disability Manifested Prior to Age 22

3. Severe Behavior Problem

Severe Behavior Problem
Frequency

Yes
No

Dynamics 365 Workplace LCED-ICF/IID-Level o... > New LCED - Level of...

SAVE SAVE & CLOSE SAVE & NEW + NEW SUBMIT FORM

LCED - LEVEL OF CARE ELIGIBILITY DETERMINATION : INFORMATION
New LCED - Level of Care Eligibility Deter...

2. Disability Manifested Prior to Age 22
Disability Manifested Prior to Age 22

3. Severe Behavior Problem

Severe Behavior Problem
Frequency

Yes

Daily
Weekly
Monthly
Occurred in past 12 months

4. Health Care Need

4. Health Care Need

- User must choose Yes or No for “Health Care Need”
- User must select Yes or No for A, B, and C (No blanks allowed)
- If user chooses Yes for “Health Care Need,” then at least one condition (A, B, and/or C) must be Yes
- User cannot select No for “Health Care Need” and then have a condition (A, B, and/or C) as Yes
- User may choose Yes for more than one condition (A, B, and/or C)

Dynamics 365 Workplace LCED-ICF/IID-Level o... > New LCED - Level of...

SAVE SAVE & CLOSE SAVE & NEW + NEW SUBMIT FORM

LCED - LEVEL OF CARE ELIGIBILITY DETERMINATION : INFORMATION
New LCED - Level of Care Eligibility Deter...

4. Health Care Need

Health Care Need Yes No

A. Medical condition which requires daily individualized attention from health care staff
.....

B. Self injurious behavior which necessitates monitoring and treatment
.....

C. Individual has deficits in self-care skills
.....

Status Active

Dynamics 365 Workplace LCED-ICF/IID-Level o... > New LCED - Level of...

SAVE SAVE & CLOSE SAVE & NEW + NEW SUBMIT FORM

LCED - LEVEL OF CARE ELIGIBILITY DETERMINATION : INFORMATION
New LCED - Level of Care Eligibility Deter...

4. Health Care Need

Health Care Need

A. Medical condition which requires daily individualized attention from health care staff
Yes

B. Self injurious behavior which necessitates monitoring and treatment
 Yes No

C. Individual has deficits in self-care skills
.....

- If user chooses Yes for condition C, then either 1 or 2 must be Yes
- Both C1 and C2 cannot be Yes and cannot be blank
- If either 1 or 2 under condition C is Yes, then C must be Yes
- If both 1 and 2 under condition C are No, then C must be No
- If user chooses No for condition C, then both 1 and 2 must be No

Dynamics 365 Workplace LCED-ICF/IID-Level o... > New LCED - Level of...

SAVE SAVE & CLOSE SAVE & NEW + NEW SUBMIT FORM

LCED - LEVEL OF CARE ELIGIBILITY DETERMINATION : INFORMATION
New LCED - Level of Care Eligibility Deter...

B. Self injurious behavior which necessitates monitoring and treatment

C. Individual has deficits in self-care skills

No

1. Extremely limited self-help skills, requires total assistance with self-care tasks

Yes
No

Z. Demonstrates some self-help skills, requires assistance/training in performing self-care tasks

5. Adaptive Behavior Deficit

- If user selects Yes for “Adaptive Behavior Deficit”, then at least one of A-E must be Yes
- A-E cannot be blank; either Yes or No must be selected
- If “Adaptive Behavior Deficit” is marked as “No,” then A-E must be marked “No.”

Dynamics 365 Workplace LCED-ICF/IID-Level o... > New LCED - Level of...

SAVE SAVE & CLOSE SAVE & NEW + NEW SUBMIT FORM

LCED - LEVEL OF CARE ELIGIBILITY DETERMINATION : INFORMATION
New LCED - Level of Care Eligibility Deter...

5. Adaptive Behavior Deficit

Adaptive Behavior Deficit

Yes
No

5A. Adaptive Behavior Deficit - Communication

Communication

1. Individual has extremely limited expressive or receptive language skills

2. Individual has some expressive or receptive language but requires assistance to communicate needs

A. Communication

- Communication cannot be blank (must be either Yes or No)
- If Communication is marked “Yes” then 1 or 2 must be marked “Yes”
- If Communication is marked “No” then 1 and 2 must be marked “No”
- Both 1 and 2 cannot be set to Yes and cannot be blank

The screenshot shows the Dynamics 365 interface for a form titled "New LCED - Level of Care Eligibility Deter...". The form is under the "Workplace" workspace. The main section is "5A. Adaptive Behavior Deficit - Communication". The "Communication" field is circled in red. To its right is a dropdown menu with "Yes", "Yes", and "No" options, where the "Yes" option is circled in red. Below the field are two questions: "1. Individual has extremely limited expressive or receptive language skills" and "2. Individual has some expressive or receptive language but requires assistance to communicate needs".

B. Learning

- Learning cannot be blank (must be either Yes or No)
- If Learning is marked “Yes” then at least one of the IQ questions (1, 2, or 4) must be Yes or one of the over-21-age questions (3 or 5) is Yes
- If Learning is marked “No” then 1, 2, 3, 4, and 5 must be marked “No”
- Both 1 and 2 cannot be set to Yes and cannot be blank
- 1-5 cannot be blank
- Only one of the IQ questions (1, 2, or 4) can be “Yes”
- Only one of the over 21 age questions (3 or 5) can be “Yes”

The screenshot shows the Dynamics 365 interface for a form titled "New LCED - Level of Care Eligibility Deter...". The form is under the "Workplace" workspace. The main section is "5B. Adaptive Behavior Deficit - Learning". The "Learning" field is circled in red. To its right is a dropdown menu with "Yes" and "No" options. Below the field are three questions: "1. I.Q. score cannot be determined using standardized test measures (certified untestable)", "2. I.Q. score of less than 50", and "3. Over 21 years of age, person's reading and computational skills are at first grade level or below".

C. Mobility

- Mobility cannot be blank (must be either Yes or No)
- If Mobility is marked “Yes” then 1 or 2 must be marked “Yes”
- If Mobility is marked “No” then 1 and 2 must be marked “No”
- Both 1 and 2 cannot be set to Yes and cannot be blank

Dynamics 365 | Workplace | LCED-ICF/IID-Level o... > New LCED - Level of...

SAVE SAVE & CLOSE SAVE & NEW + NEW SUBMIT FORM

LCED - LEVEL OF CARE ELIGIBILITY DETERMINATION : INFORMATION

New LCED - Level of Care Eligibility Deter...

5C. Adaptive Behavior - Mobility

Mobility

Yes
No

1. Individual is non-ambulatory and totally dependent on staff for moving from one place to another

2. Individual has some mobility skills but needs staff assistance and training

D. Capacity for Independent Living

- Capacity for Independent Living cannot be blank (must be either Yes or No)
- If Capacity is marked “Yes” then 1 or 2 must be marked “Yes”
- If Capacity is marked “No” then 1 and 2 must be marked “No”
- Both 1 and 2 cannot be set to Yes and cannot be blank

Dynamics 365 | Workplace | LCED-ICF/IID-Level o... > New LCED - Level of...

SAVE SAVE & CLOSE SAVE & NEW + NEW SUBMIT FORM

LCED - LEVEL OF CARE ELIGIBILITY DETERMINATION : INFORMATION

New LCED - Level of Care Eligibility Deter...

5D. Adaptive Behavior Deficit - Capacity For Independent Living

Capacity for Independent Living

Yes
No

1. Individual is completely dependent on others for all household activities

2. Individual needs assistance or training to perform tasks to be contributing member of household

E. Self-Direction

- Self-Direction cannot be blank (must be either Yes or No)
- If Self-Direction is marked “No” then 1-4 must be marked “No”
- 1-4 cannot be blank (must be either Yes or No)
- The following are valid Yes combinations:
 - E1
 - E2
 - E3
 - E4
 - E1 and E2
 - E1 and E4
 - E2 and E3
 - E3 and E4

The screenshot shows the Dynamics 365 Workplace interface for a 'New LCED - Level of Care Eligibility Determination'. The page title is 'LCED - LEVEL OF CARE ELIGIBILITY DETERMINATION : INFORMATION'. The main heading is 'New LCED - Level of Care Eligibi...'. The form section is titled '5E. Adaptive Behavior Deficit - Self-Direction'. A dropdown menu labeled 'Self-Direction' is circled in red, with 'Yes' and 'No' options visible. Below the dropdown are four numbered items for assessment, each with a dashed line for input:

1. Individual exhibits weekly challenging behaviors requiring individualized programming
2. Individual is completely dependent on others for management of his/her personal affairs
3. Individual exhibits monthly challenging behaviors requiring individualized programming
4. Individual needs assistance or training for management of his/her personal affairs

F1. Authorizations

Submission Information

- “Agency” is user’s agency and is pre-populated.
- The user must select the DDSO that is associated with the program code that the individual is enrolled. Note that if the DDSO is not available scroll to the bottom of the list and click on “Look Up More Records.”
- Is this initial LCED? For Agency users, this will automatically be populated as “No” and is locked.

The following sections are not required but should be completed if known.

Qualified reviewer Signature

Enter the date that the Qualified Reviewer Signed the Initial LCED by using the drop-down calendar.

Qualified Reviewer Signature

Date Qualified Reviewer Signed (initial LCED)




Physician Signature

Only the Date Physician or Nurse Practitioner Signed can be completed. Enter the date that they signed by using the drop-down calendar.

Physician Signature

Has Physician or Nurse Practitioner Signed Paper Form?

Date Physician or Nurse Practitioner Signed 

Name of Physician or Nurse Practitioner

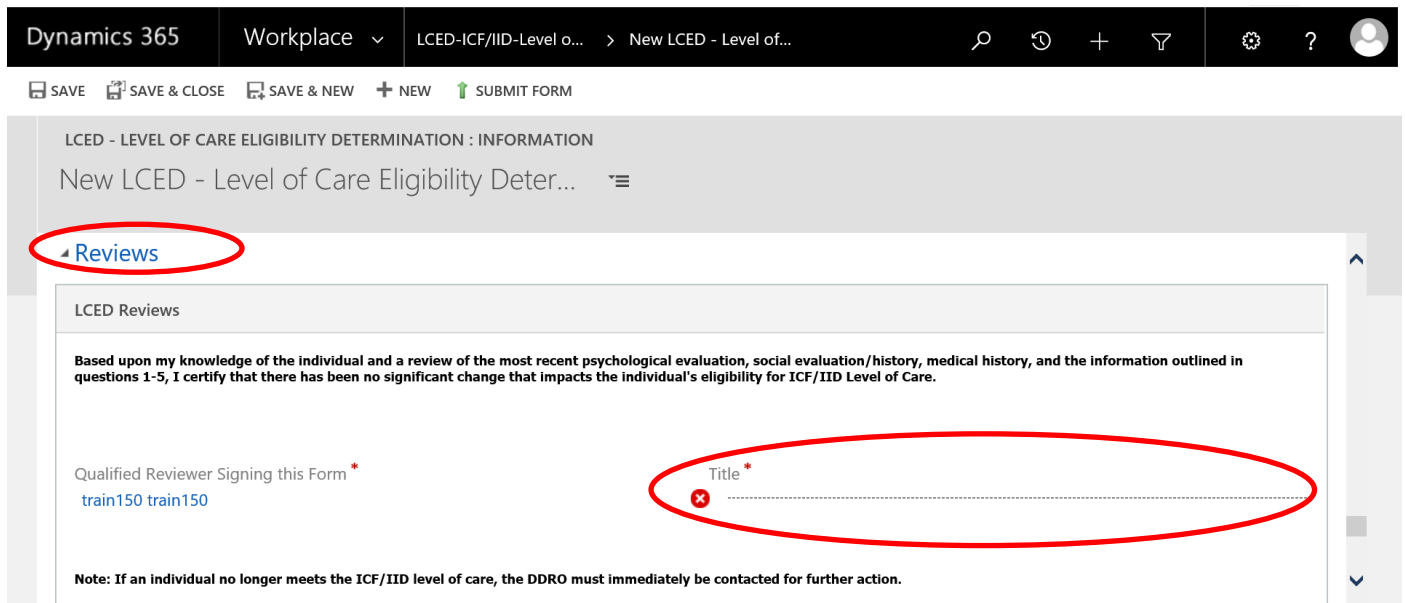
DDRO Approvals

- Answer if the OPWDD process for DD Eligibility has been completed.
- The ICF/IID Level of Care Decision must be marked as Approved or Not Approved.
- Once this is marked, the ICF/IID Level of Care Approved Effective field will unlock, and the date can be added.
- Enter the date that the DDRO Director or designee signed the Initial LCED.

F2. Reviews

This section only appears for Redeterminations.

- *Qualified Reviewer Signing this form*, is required and will default to the person completing the form.
- Enter Title



Dynamics 365 Workplace LCED-ICF/IID-Level o... > New LCED - Level of...

SAVE SAVE & CLOSE SAVE & NEW + NEW SUBMIT FORM

LCED - LEVEL OF CARE ELIGIBILITY DETERMINATION : INFORMATION

New LCED - Level of Care Eligibility Deter...

Reviews

LCED Reviews


Based upon my knowledge of the individual and a review of the most recent psychological evaluation, social evaluation/history, medical history, and the information outlined in questions 1-5, I certify that there has been no significant change that impacts the individual's eligibility for ICF/IID Level of Care.

Qualified Reviewer Signing this Form *
train150 train150

Title *

Note: If an individual no longer meets the ICF/IID level of care, the DDRO must immediately be contacted for further action.

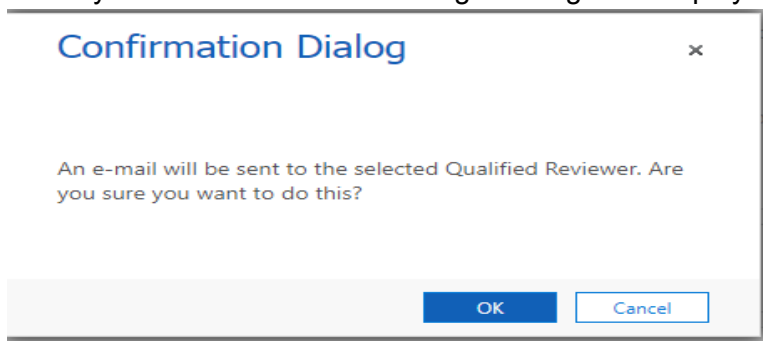
You can select a different reviewer, by clicking on the search icon:



Qualified Reviewer Signing this Form *

Train123 Train123

When you click submit the following message will display:




Confirmation Dialog

An e-mail will be sent to the selected Qualified Reviewer. Are you sure you want to do this?

OK Cancel

Click Ok and an email will be sent to the user selected.

F3. Submit Form

To submit the form, click  Submit Form.

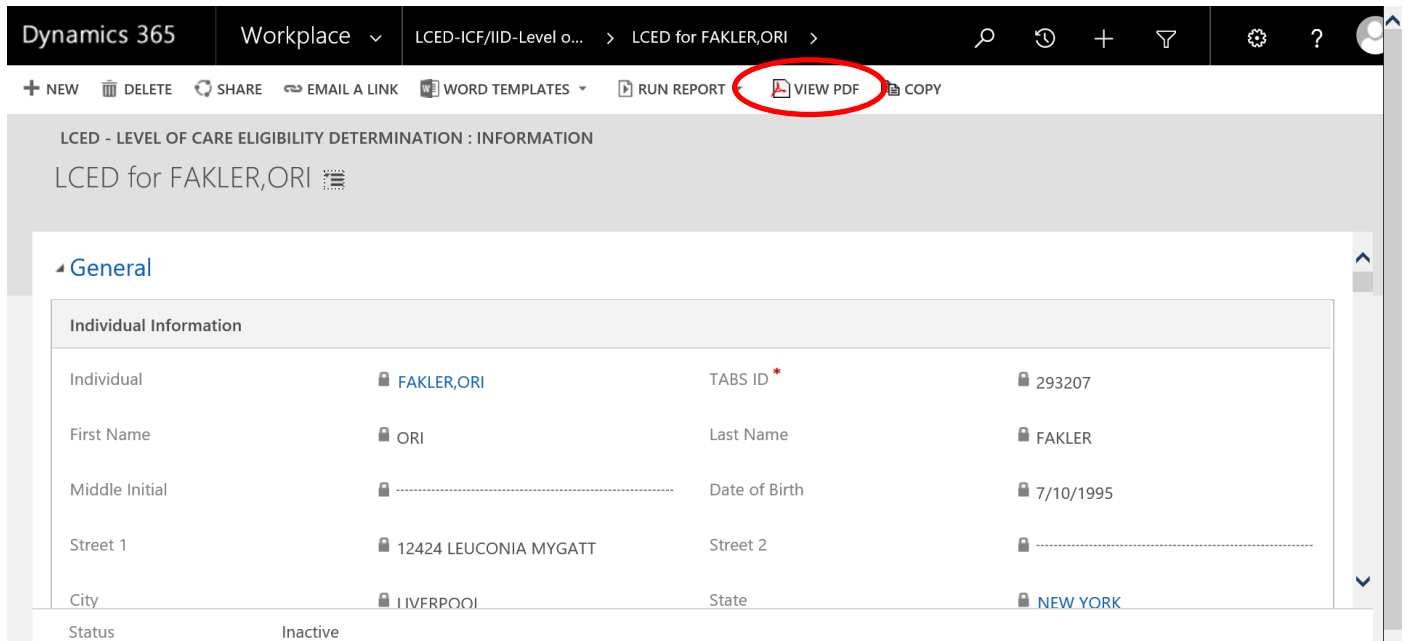
You may find this under the ellipses as well:



Read the informational paragraph, click the box noting – “By checking this box...”, enter your password and then click Submit button.

G. View and Print PDF

Click on "View PDF" to open and review the form.

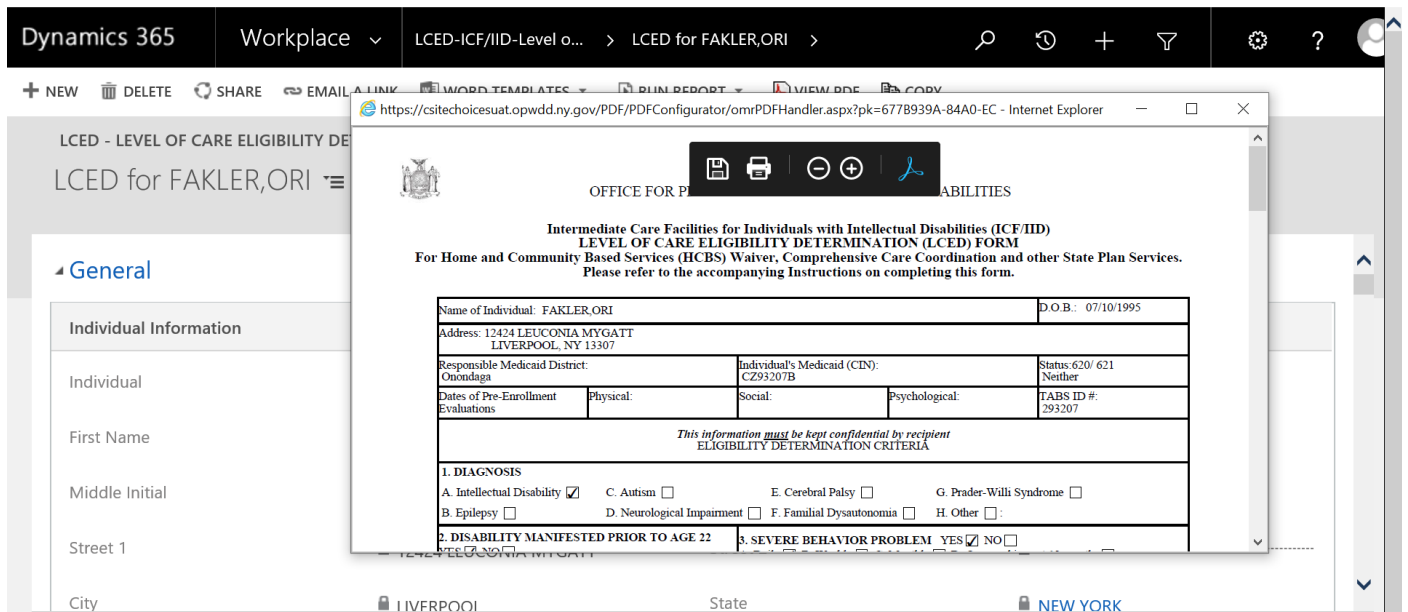


The screenshot shows the Dynamics 365 interface for a record titled "LCED - LEVEL OF CARE ELIGIBILITY DETERMINATION : INFORMATION". The record name is "LCED for FAKLER,ORI". The "General" section is expanded, showing "Individual Information". The "VIEW PDF" button in the top navigation bar is circled in red.

Individual Information			
Individual	FAKLER,ORI	TABS ID *	293207
First Name	ORI	Last Name	FAKLER
Middle Initial		Date of Birth	7/10/1995
Street 1	12424 LEUCONIA MYGATT	Street 2	
City	LIVERPOOL	State	NEW YORK
Status	Inactive		

A separate window opens and the PDF displays.

Find the PDF toolbar and choose the print icon to print the PDF or the save icon to save the PDF in a folder.



The screenshot shows the Dynamics 365 interface with a PDF viewer window open. The PDF viewer window displays the "LEVEL OF CARE ELIGIBILITY DETERMINATION (LCED) FORM" for FAKLER, ORI. The form includes fields for Name, Address, Date of Birth, and various medical and behavioral information.

Name of Individual: FAKLER,ORI		D.O.B.: 07/10/1995	
Address: 12424 LEUCONIA MYGATT LIVERPOOL, NY 13307			
Responsible Medicaid District: Onondaga		Individual's Medicaid (CN): CZ93207B	Status: 620/ 621 Neither
Dates of Pre-Enrollment Evaluations	Physical:	Social:	Psychological: TABS ID #: 293207
<i>This information must be kept confidential by recipient ELIGIBILITY DETERMINATION CRITERIA</i>			
1. DIAGNOSIS			
A. Intellectual Disability <input checked="" type="checkbox"/>	C. Autism <input type="checkbox"/>	E. Cerebral Palsy <input type="checkbox"/>	G. Prader-Willi Syndrome <input type="checkbox"/>
B. Epilepsy <input type="checkbox"/>	D. Neurological Impairment <input type="checkbox"/>	F. Familial Dysautonomia <input type="checkbox"/>	H. Other <input type="checkbox"/>
2. DISABILITY MANIFESTED PRIOR TO AGE 22		3. SEVERE BEHAVIOR PROBLEM YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

To close the PDF, click 'X' in the top right-hand corner.

Note that the PDF displays the Physician Signature section as the following:

For redeterminations where the initial LCED was not completed in CHOICES, the signature lines for qualified reviewer, physician, and DDSO Director will display as follows:

Signature of Qualified Person Completing the Form: Redetermination Based on Prior LCED not in CHOICES		Review Date 03/11/2022
Signature of Review Physician or Nurse Practitioner: Redetermination Based on Prior LCED not in CHOICES		Review Date 03/11/2022
This section to be completed by the Developmental Disabilities Regional Office (DDRO) Director (or Designee) for initial LCED Determinations only		
Has the OPWDD process for Developmental Disability (DD) Eligibility determination been completed by the DDRO?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

For LCEDs that are completed in CHOICES, the signature sections will display as follows:

Signature of Qualified Person Completing the Form: Electronically signed by: train134 train134		Review Date 02/20/2015
Signature of Review Physician or Nurse Practitioner: On File		Review Date 06/18/2015
This section to be completed by the Developmental Disabilities Regional Office (DDRO) Director (or Designee) for initial LCED Determinations only		
Has the OPWDD process for Developmental Disability (DD) Eligibility determination been completed by the DDRO?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<input checked="" type="checkbox"/> ICF/IID Level of Care Approved Effective (mm/dd/yyyy): 06/18/2015	<input type="checkbox"/> ICF/IID Level of Care NOT Approved	
Signature of DDRO Director (or Designee): Electronically signed by: Train252 Train252	Date: 06/18/2015	

H. To Change the List View

Click on the dropdown arrow next to Active LCED- Level of Care Eligibility Determinati...to select an Inactive LCED.

The screenshot shows the Oracle Fusion Middleware Dynamics 365 interface. The breadcrumb trail is 'Workplace > LCED-ICF/IID-Level o...'. The main content area displays a list view for 'Active LCED - Level of Care Eligibility Determinati...'. A red circle highlights the dropdown arrow next to the list name. Below the list name is a search bar. The table below has the following columns: Name, TABS Id, Agency, DDSO, Is this initial L..., Created On, Form Status, and a filter icon. The table contains six rows of data.

Name	TABS Id	Agency	DDSO	Is this initial L...	Created On	Form Status
LCED for AAMIR,LAMAR	78184	PRIME CARE COORDI...	CENTRAL NEW YORK...	No	9/2/2021 4:59 PM	Saved
LCED for AAMIR,LAMAR	78184	0233 - BROOME	BROOME DDSO	No	10/31/2011 2:24 P...	Saved
LCED for ABA,SUTAN C	390	PRIME CARE COORDI...	CENTRAL NEW YORK...	No	9/2/2021 12:22 PM	Saved
LCED for ADAMS,JACOB	363309	HERITAGE FARM, INC.	BROOME DDSO	No	12/20/2011 11:54...	Pending QM...
LCED for ADAMS,JACOB	363309	HERITAGE FARM, INC.	BROOME DDSO	No	10/25/2012 10:49...	Saved
LCED for ADASH,TYKWAN	50886	PRIME CARE COORDI...	BROOME DDSO	No	9/23/2021 2:52 PM	Saved

Inactive LCED – Level of Care Eligibility Determination will be displayed with the list of the records.

The screenshot shows the Oracle Fusion Middleware Dynamics 365 interface. The breadcrumb trail is 'Workplace > LCED-ICF/IID-Level o...'. The main content area displays a list view for 'Inactive LCED - Level of Care Eligibility Determinati...'. A red oval highlights the dropdown arrow next to the list name. Below the list name is a search bar labeled 'Search for records'. The table below has the following columns: Name, TABS Id, Agency, DDSO, Created On, Form Status, and ICF/MR Level of Care. The table contains six rows of data. At the bottom, there is a pagination bar showing '1 - 18 of 18 (0 selected)' and a list of letters for filtering.

Name	TABS Id	Agency	DDSO	Created On	Form Status	ICF/MR Level of Care
LCED for AAMIR,LAMAR	78184	PRIME CARE COORDI...	CENTRAL NEW YORK...	9/3/2021 11:17 AM	Completed	ICF/IID Level of Care Approve
LCED for AAMIR,LAMAR	78184	PRIME CARE COORDI...	CENTRAL NEW YORK...	9/3/2021 11:21 AM	Completed	ICF/IID Level of Care Approve
LCED for AAMIR,LAMAR	78184	PRIME CARE COORDI...	CENTRAL NEW YORK...	9/2/2021 4:53 PM	Completed	ICF/IID Level of Care Approve
LCED for ABA,SUTAN C	390	PRIME CARE COORDI...	CENTRAL NEW YORK...	9/2/2021 10:36 AM	Completed	
LCED for ARTYSIEWICZ,ENMA...	260885	0233 - BROOME	BROOME DDSO	9/16/2021 3:33 PM	Completed	ICF/IID Level of Care Approve
LCED for HAVNER,MELANIA	258322	0233 - BROOME	BROOME DDSO	9/16/2021 3:27 PM	Completed	ICF/IID Level of Care Approve

All forms are also filed under the **Individual** for whom they were created.