



Division of
TennCare



Department of
Disability & Aging

Date: July 24, 2024

To: TennCare Managed Care Organizations (MCOs)

From: Jordan Allen, DDA Deputy Commissioner
Katie Moss, Chief of LTSS

Subject: Final Community Informed Choice Protocol and using Community Informed Choice Form during Money Follows the Person face-to-face assessments

The purpose of this memorandum is to notify the Managed Care Organizations (MCOs) that TennCare and Department of Disability and Aging (DDA, formerly Department of Intellectual and Developmental Disabilities (DIDD)) have finalized the Community Informed Choice Protocol (CICP) and request MCOs use the Community Informed Choice (CIC) Form to guide the process, exploration, and discussion of opportunities for transition through the Money Follows the Person (MFP) demonstration.

Community Informed Choice Process (CICP)

The Community Informed Choice Process (CICP) was developed as a tool in the person-centered planning process to clearly outline the options for institutional versus home and community-based care for individuals with I/DD. The process is intended not as a “check box” approach to planning but rather to ensure that person-centered assessment and care planning processes include effective goal-setting discussions and documentation of what individuals identify as their priorities and preferences. This process recognizes the right of individuals to make informed choices and provides opportunities for individuals and their families to think about what is important to them and assist in formulating a plan to access supports and services. The chance to explore different care settings through virtual or in-person visits, peer-to-peer conversations, and explanation of services available in different settings is included in this process. The CICP is expected in conjunction with the completion of the existing Freedom of Choice Form which will continue to serve as confirmation of the individual’s right to choose and awareness of their options.

Effective July 1, 2024, DIDD will take these actions on the part of individuals who are seeking new admission to an ICF/IID or transfer to another ICF/IID. The MCO is responsible for implementation of this process with their members on an annual basis as part of the Freedom of Choice process. Individuals

seeking admission to an ICF/IID must go through a Single Point of Entry (SPOE). For individuals not enrolled in TennCare, this request must be submitted by DDA. For individuals who are TennCare members, this request for ICF/IID services must be submitted by their MCO.

Community Informed Choice Form through MFP

Additionally, TennCare and DDA, working with MCOs, will commence an individualized review process to identify individuals receiving ICF/IID services, who can be supported in more integrated community settings and following the Community Informed Choice process, elect to do so. Currently, members receiving ICF/IID care could be eligible for transition to community through the MFP demonstration. Since the CIC form is intended to guide the process, exploration, and discussion of opportunities for person-centered care, we encourage the MCOs to use the CIC Form during the upcoming MFP face-to-face assessments. The completed form should be uploaded in PERLSS in the record for each person who was assessed for MFP as a summary of the information and outcomes produced during the process.

Effective July 1, 2024, MCOs will be responsible for completing the CIC Form on their members during the MFP face-to-face assessments.

Thank you for your continued partnership as we work together in the implementation of the CICI and CIC Form. If you have questions, please contact Anna Lea Cothron at Anna.L.Cothon@tn.gov.

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