



IDAHO DEPARTMENT OF
HEALTH & WELFARE

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Change of Condition Request Instructions

1. Any participant/guardian/representative who wants to request additional budget dollars for the participant based on a change in condition must contact the participant's assigned Care Manager in the Bureau of Developmental Disability Services (BDDS).
2. The BDDS Care Manager will discuss with the participant/guardian/representative the requirements associated with approving a change in condition and re-evaluating the existing calculated budget as identified in IDAPA 16.03.10.514.01.b. These requirements are:
 - a. Documented changes in the participant's condition resulting in a need for services that meet medical necessity criteria; and
 - b. The change in condition results in a change in a response on the current Inventory of Individual Needs.
3. After providing information to the participant/guardian/representative regarding the Change in Condition process, the Care Manager will:
 - Inquire what change in condition has occurred with the participant that is prompting a request for additional budget dollars to purchase additional services; and
 - Assess whether the identified change in condition supports a need for supports and/or services that meet medical necessity criteria.
4. If it appears the change in condition does support a need for additional dollars to obtain supports and/or services that meet medically necessity criteria, the Care Manager will forward a Change in Condition form to the participant/guardian/representative to complete and fax to the Information Coordinator at **(208) 332-7286**.

or
5. If it appears the identified change in condition does not support a need for services and supports that meet medical necessity criteria, the Care Manager will provide information to the participant/guardian/representative on the definition of medical necessity (IDAPA 16.03.10.012.14) and provide some general examples of supports and services that would meet medical necessity criteria (e.g. Nursing, DME).
6. **The Change in Condition process is not another mechanism to appeal your budget. You must be able to support there is a significant change in the persons status.**