ENTERING CLINICAL ELIGIBILITY
• A clinical eligibility document is created in the **YES Waiver LMHA Location**.
• Find client. Highlight client name, then click on **Client Workspace**.
• Check that the Uniform Assessment and Diagnosis are current.
• To enter a clinical eligibility, the client’s Level of Care (LOC) must be deviated to LOC-YES Waiver.
• Hover over **Special Services Documentation**, highlight **YES Waiver Services**, then click on **YES Waiver Clinical Eligibility**.
- Make sure **Eligibility Type** is ‘Initial.’
- CMBHS will populate the **Start Date** and **End Date**, as well as **Axis I Diagnosis** and the **CANS Assessment Data**.
Fields that require data to be entered are marked with a red asterisk.
• There is a hyperlink to **View CANS Assessment**.
• There is also a hyperlink for the evaluator to **View Criteria Details** of the client’s Medicaid psychiatric inpatient hospitalization criteria.
• Enter **Signatures** for the LPHA, client, and legally authorized representative.
• If the client is unable to sign, the evaluator must document the reason why in the text box that populates after the ‘Unable to Sign’ option is chosen.
• Review the document for accuracy, then place in ‘**Ready for Review**’ status and click ‘**Save**.’
• The ‘Successfully Saved’ message will appear.
• Once saved, the document will populate in the **DSHS Yes Waiver Authorization List** for review and authorization.