



**FY 2016 EPILEPSY PROGRAM
POLICY MANUAL
SEPTEMBER 2015**

The following is a summary of changes to the FY 2016 Epilepsy Program Policy Manual, effective September 2015. Minor revisions for clarity, uniformity, grammatical edits and/or updates to web links referenced in the document are not included.

HEADING	SUMMARY OF CHANGES
Section I – Administrative Policies	
Chapter 2 Abuse Reporting	<ul style="list-style-type: none"> Updated language for Child Abuse and the Abuse and Neglect Reporting policy.
Chapter 3 Client Rights	<ul style="list-style-type: none"> Revised research for the Human Subject Clearance section. All research must be approved by the DSHS Internal Review Board (IRB). Contractors <u>must</u> (1) contact the program with research request, (2) complete the DSHS IRB #1 application, and then (3) await application approval/denial.
Section II – Eligibility, Client Services, Community Activities, and Clinical Guidelines	
Chapter 3 Case Processing	<ul style="list-style-type: none"> Revised language regarding Annual Re-Certification policy. Removed requirement for contractors to notify clients 30 days prior to anniversary date with instructions to reapply for program benefits.
Chapter 4 General Consent	<ul style="list-style-type: none"> Added additional language to the Parental Consent for Services to Minors policy. Updated language to the Consent for HIV Tests policy.
Section III- Reimbursement, Data Collection and Reporting	
Chapter 1 Voucher & Reports Submission Information	<ul style="list-style-type: none"> Revised policy for quarterly reports. Quarterly reports are due by the 5th business day of the first month following the quarter for which the contractor is reporting. Updated the unit/branch name for Report 1, email address, fax number, and mail code for form submissions.