



State of Alaska • Department of Health and Social Services Senior and Disabilities Services  
**Community First Choice (CFC) Program**

**CFC PROVIDER REQUEST INQUIRY**  
By a Care Coordinator  
**CHECKLIST**

**Uni-05 Appointment for Care Coordination Services**

- Must be signed and dated Care Coordinator and Recipient or legal representative
- Select “Community First Choice (CFC) – only” or “Waiver/CFC Combination” as applicable in the drop-down prompt at the top of the page

**Uni-16 Release of Information – authorizing Care Coordinator and/or Care Coordination Agency**

- Must be signed and dated by Recipient or legal representative
- Must include expiration date or event
- Must be dated within 12 months of submission
- *Note: The general language in the “Person/Organization Releasing Information” paragraph covers all health care providers.*

**Legal Representative documents, if applicable**

- Must include language that gives the representative authority to make medical decisions on behalf of the Recipient and must not be expired
- For Legal Guardianship only – must include what the court has authorized the Guardian to do on behalf of the Recipient, typically titled Guardianship Plan or Findings and Order of Guardianship

**Current Program involvement or a separate Inquiry on file with SDS for one of the following Programs (\*for IMD – see next section):**

- Alaskans Living Independently (ALI)
- Adults with Physical and Developmental Disabilities (APDD)
- Children with Complex Medical Conditions (CCMC)
- Intellectual Developmental Disability (IDD)
- Individualized Supports Waiver (ISW)
- Tax Equity and Fiscal Responsibility Act (Alaska Medicaid - TEFRA)
- Developmental Disability (DD) Eligibility

**\*FOR IMD ONLY – Documentation of level of care for individuals requiring a level of care in an institution providing psychiatric services for individuals under 21 years of age or an institution for mental diseases for individuals 65 years of age and over**

- Criteria under 7 AAC 127.025(d)(e)