

STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES
DIVISION OF SENIOR AND DISABILITIES SERVICES

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Senior and Disabilities Services Policy Memo Rescission of PCA Policy 10-11: Authorization Start and End Dates May 27, 2011

This memo will rescind PCA Policy 10-11, *Authorization Start and End Dates*.

Rescinding this policy changes the effective date for renewal PCA Service Plans, **with increases**, from the current 15 days after the date of the PCA Service Plan authorization notice to the date of the recipient's most recent assessment. PCA Service Plans with decreases will continue to be effective 15 days after the date of the PCA Service Plan authorization notice under 7 AAC 49. Initial PCA Service Plans will continue to be effective from the date of the assessment as usual.

In addition, rescission of this policy changes the way SDS will compute the Level of Service (LOS) date. Currently, the LOS date, once established by the date the recipient was assessed for PCA services, remains the same from year to year. Effective with this policy rescission, the LOS date will be established **as the assessment date from which an approved PCA Service Plan is developed** and could change from year to year. In subsequent years, the LOS will be used as an anniversary date to identify when renewals are due.

Senior and Disabilities Services will continue to extend prior authorizations for clients in the process of renewing their PCA services as usual.

This Program Memo is effective immediately, and will apply to recipients who have already been re-assessed and whose PCA Service Plan review is currently in process.



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STATE OF ALASKA DEPARTMENT OF HEALTH & SOCIAL SERVICES SENIOR AND DISABILITIES SERVICES POLICY & PROCEDURE MANUAL	SECTION: PCA Program	Number: 10-11	Page: 1
	SUBJECT: Authorization Start And End Dates		
	APPROVED: /s/ Rod Moline		DATE: 10/29/07
	RENUMBERED POLICY 2007-11		

PURPOSE:

To define the criteria for establishing the effective start and stop dates for prior authorizations related to personal care assistance (PCA) services.

POLICY:

Under the authority of Medicaid regulations 7 AAC 43.750 (c) and 43.751(e-g) Senior and Disabilities Services (SDS) will authorize Personal Care Assistance Services with a start and end date. Gaps between the end date of one service plan and the start of another that occur as a result of delay in processing due to the fault of SDS may be rectified by an extension of the prior authorization. That prior authorization extension approves the most recent service plan tasks to continue to be provided to the recipient during this gap between authorizations.

PROCEDURE:

Initial application

- An initial application for PCA services will have an effective date for the Prior Authorization as the date SDS conducted the PCAT Assessment.
- *Exception:* if the request for services from the providing PCA agency comes in after an assessment has been received due to a waiver, the effective date for the prior authorization will be the date that SDS receives all of the required intake application paperwork.
- The end date will be one year from the LOS (Level of Service) or LOC (Level of Care) date. The LOS date is established by the date the client was assessed for PCA services. The LOC date is the effective date for a consumer's waiver services. The LOS and LOC date, once established, remain the same from year to year. The LOC date will be used as the LOS date if the recipient has both waiver and PCA services.

Rescinded by
 Senior and Disabilities Policy
 Authorization Start and End Dates
 May 27, 2017
 Memo:

STATE OF ALASKA DEPARTMENT OF HEALTH & SOCIAL SERVICES SENIOR AND DISABILITIES SERVICES POLICY & PROCEDURE MANUAL	SECTION: PCA Program	Number: 10-11	Page: 2
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Renewal application

- A renewal application for PCA services resulting from the first PCAT will have an effective date for the Prior Authorization of 15 days from the date of the notice. Renewal applications for PCA services that have an established LOS date will have an effective date for the Prior Authorization of the start of the new plan year.
- **Exception:** If the recipient's plan is reviewed after the m::w plan year or LOS date has already begun due to the fault of SDS then the start date will be 15 days from the date of the authorization notice.
- The end date in both these situations will be one year from the already established LOS or LOC date (if a waiver consumer).

Expedited Assessment

- Expedited Assessment for PCA services will have an effective date for the Prior Authorization of the date SDS conducted the PCAT Assessment. **Exception:** If the request for expedite assessment from the providing PCA agency comes in after an assessment has been received due to a waiver, the effective date for the Prior Authorization will be the date that SDS receives the expedited request.
- The end date will be one year from the LOS or LOC date (if a waiver consumer).

Amendment Requests

- Amendment Requests will have an effective date for the Prior Authorization of the date the request was received. The end date will be one year from the date of the already established LOS or LOC date (if a waiver consumer).
- **Exception:** Short term amendments due to medical documentation that requests only an increase for a period of time.
- It is the agency's responsibility to notify SDS of any improvement in the consumer's condition and request any appropriate reductions in service through an amendment.
- SDS reserves the right to reassess any consumer in which a request for amendment is submitted.

Any consumer that is also receiving waiver services will have their end date established as one year from the LOC Date.

This policy will be effective 11/1/07.