



COMMISSIONER
Jon Weizenbaum

Memorandum

To: Community Services Regional Directors
Community Services Program Managers

From: Lisa Akers-Owen
Manager
Community Services Policy and Curriculum Development

Subject: Changes to the Community Attendant Services Reassessment Process

Issuance Date: August 21, 2013 CSPO 13-08-007

Effective Date: September 4, 2013

This memorandum applies to the Community Care for Aged and Disabled (CCAD) Program.

This memorandum provides new procedures for case managers and DADS regional nurses when completing Community Attendant Services (CAS) annual reassessments in order to avoid delays in reauthorization of CAS services.

The current process for the CAS annual reassessment is the case manager sends Form 2101, Authorization of Community Care Services, to the Home and Community Support Services Agency (HCSSA) within five business days of the annual reassessment home visit. The case manager does not notify the regional nurse of the pending reassessment. The HCSSA has 14 calendar days from the date the case manager sends Form 2101, Authorization for Community Care Services, to send a copy to the DADS regional nurse with their agreement or disagreement. The regional nurse has five business days to authorize services in the Service Authorization System (SAS).

Effective with this memorandum, the case manager continues to send Form 2101 to the HCSSA within five business days of the reassessment home visit. By the 14th day from sending Form 2101 to the HCSSA, the case manager checks in SAS to see if services have been authorized by the regional nurse. If services have been authorized, the case manager prints the Authorization Form 2101 and files it in the case folder. If services have not been authorized, the case manager emails the regional nurse requesting services be authorized. The case manager must provide adequate identifying information including the name, individual number, and the date of Form 2101.

The regional nurse enters the authorization in SAS within five business days of receipt of the email from the case manager or the Form 2101 from the HCSSA, whichever is earlier. The regional nurse sends the HCSSA a copy of the authorization Form 2101

and sends a copy to the case manager or emails the case manager advising the authorization has been completed. The regional nurse is no longer required to follow up with the HCSSA if the Form 2101 is not submitted.

If the HCSSA disagrees with the service plan, the regional nurse follows policy in the *CM CCAD Handbook*, Section 4678.2, Community Attendant Services Annual Reassessments.

If the individual is receiving CAS services through the Consumer Directed Services (CDS) option, refer to Community Services and Policy Operations (CSPO) 13-06-004, Community Attendant Services Procedures for Annual Reassessments in the Consumer Directed Services Option, issued June 17, 2013.

If you have any questions regarding this memorandum, your regional representative may contact Alfredo Cervantes at 512-438-5459.

LAO:cw