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SUBJECT:

OLTL Home and Community-Based Services
Service Authorization Form

BY

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PURPOSE:

The purpose of this bulletin is to notify all Office of Long-Term Living (OLTL) Service Coordination Entities (SCEs) of the implementation of the updated Service Authorization Form. This bulletin rescinds and replaces OLTL Bulletin 51-13-05, 55-13-05, 59-13-05.

SCOPE:

This bulletin applies to all OLTL Home and Community-Based Services (HCBS) SCEs for the Aging, Attendant Care, COMMCARE, Independence and OBRA Waivers and the ACT 150 Program.

BACKGROUND/DISCUSSION:

While all Service Coordinators (SCs) transmit information to direct service providers regarding the services and supports they are authorized to provide to individual program participants, SCs have used different formats in the past. Because it is important that direct service providers receive accurate, consistent and easy to use information about participant services, this bulletin establishes a uniform form and procedure to be used for this purpose.

PROCEDURES:

According to 55 Pa. Code § 52.26 (a), to be paid for rendering service coordination services, a SCE shall:

"Provide information regarding the authorized type, scope, amount, duration, and frequency of services as listed in the participant's service plan to the provider rendering the service."

Additionally, § 52.26 (b) states:

“If additional information is necessary to ensure that services are provided to a participant in the type, scope, amount, duration or frequency as required by the participant’s service plan, the SCE shall convey the additional information to a provider.”

Attached is the updated OLTL Service Authorization Form (MA 560). Effective January 22, 2014, all SCs are expected to use this form to notify a direct service provider of authorization of OLTL waiver/program services for all new participants and service changes for existing participants. SCs are to complete a separate Service Authorization Form for each authorized service on the participant’s Individual Service Plan (ISP). This form is to be forwarded to the chosen service provider for each service notifying them of the service they are authorized to provide with the details necessary for the successful delivery of services. This form is to be completed in its entirety. SCs are not to leave any section blank. If an item does not apply or there is no information to add, an N/A is to be placed in the field.

For Aging Waiver participants, SCs may utilize the report functionality in SAMS that allows the SC to run the *OLTL Aging Waiver Service Authorization* report and print it directly from SAMS. OLTL has approved the report form in SAMS and will accept either this form or the MA 560 as the official Service Authorization Form in accordance with this bulletin. Instructions for running the report and a sample report form are attached to this bulletin. SCs should also continue to enter service orders in SAMS for billing purposes.

SCs should not use the MA 560 or the SAMS report for participant-directed services or financial management services. OLTL has established a separate authorization process for those services whereby the system pulls the authorization directly from the issued service order.

For all other services, the MA 560 or the SAMS *OLTL Aging Waiver Service Authorization* form is to be used to convey service authorizations to direct service providers. All other local forms are obsolete.

ATTACHMENTS:

- OLTL Service Authorization Form (MA 560)
- OLTL Service Authorization Form (MA 560) Instructions
- SAMS OLTL Aging Waiver Service Authorization Instructions
- SAMS OLTL Aging Waiver Service Authorization Sample

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

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