

**-Revised 05/07/13-**

## **Policy Clarifications – Medical Assistance - Long Term Care PMN16268423**

**Submitted: 07/12**

**Agency: CAOs**

**Citations:**

**Subject: Facility and Waiver Code Effective Dates When an Individual Transfers from a Long Term Care (LTC) Facility to Home and Community Based Services (HCBS) on the Same Day**

When an individual transitions from an LTC facility to a HCBS Program on the same day, what dates should be entered on the discharge date field on the Facility Placement screen and in the begin date field on the Waiver screen?

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**Response By: Division of Health Services**

**Date:07/10/12**

When an individual needs payment of HCBS to begin on the same date he is discharged from an LTC facility, concurrent entry of a facility code and waiver code should be utilized. In order for the LTC facility to be paid for services provided, the County Assistance Office (CAO) must enter the date the individual is physically discharged from the LTC facility on CAIFAC in the Client Information System (CIS), or the Facility Placement screen in the Phase IVB environment. Entering the discharge date as the date verified on the MA 103, Admission and Discharge Transmittal Form will ensure that the LTC facility can bill for all LTC services incurred.

**NOTE: The MA 103 must be completed. It must include the effective date of discharge and must be signed and dated by the administrator, designee, or the RNAC of the LTC facility. If the MA 103 is not completed, signed, dated, or is missing the effective date, the CAO will advise the LTC facility of what is missing. The CAO can accept verbal statements from the administrator, designee or RNAC of the LTC facility of the effective date of discharge until the MA 103 is received. The CAO will monitor the receipt of the MA 103. Verbal verification does not negate the LTC Facility's responsibility to provide the MA 103.**

In order for the HCBS provider to bill for services incurred on the date the individual was discharged from the LTC facility, the CAO must enter the requested effective date listed on the PA 1768, Eligibility/Ineligibility/Change form. Both CIS and the Phase IVB environments will allow concurrent entry of the facility

placement and waiver codes. Concurrent entry of these codes will ensure proper billing.

**Example:** The CAO receives a MA 103 verifying that Mr. A is being discharged on June 28, 2012. The CAO also receives a PA 1768 with a service begin date of June 28, 2012. Mr. A will begin receiving HCBS on the day he is discharged from the LTC facility. The CAO will enter the June 28, 2012 date in the discharge field on CAIFAC or the Facility Placement screen; and in the begin date on CAMWAI or the Waiver screen.

**NOTE:** Neither CIS nor Phase IVB will allow concurrent entry of two facility codes or two waiver codes.