

DATE: December 8, 2015

OPERATIONS MEMORANDUM #15-12-05

SUBJECT: Revised Home and Community-Based Service (HCBS)
Eligibility/Ineligibility/Change Form (PA 1768)

TO: Executive Directors

FROM: Inez Titus
Director
Bureau of Operations

PURPOSE

To introduce and explain the use of the **revised** PA 1768 (dated 8/15) by the Area Agency on Aging (AAA) or HCBS program offices and affirm continued use of the PA 1768.1 by the Office of Long-Term Living's (OLTL's) Independent Enrollment Broker (IEB). This form will continue to be used by all HCBS agencies statewide for communicating applicant and recipient eligibility, ineligibility, and changes to County Assistance Office (CAO) staff.

BACKGROUND

The PA 1768 was originally posted on January 05, 2006 to standardize the process of exchanging information between the agencies administering the various HCBS Programs and the CAOs. This revised version improves upon that information exchange by clarifying the reporting source and including communication details for more parties potentially affected by the information reported on the PA 1768.

DISCUSSION

To qualify for an HCBS program, an individual must have a functional need for services, meet the waiver's program-specific criteria, and be financially eligible. After reviewing medical information provided by the individual's doctor, either the AAA or OLTL's IEB will decide when an individual's medical condition requires Long Term Care (LTC) services and whether the individual meets specific waiver criteria. Their decisions are reported to the CAO on a PA 1768. The AAA and IEB will begin using the revised PA 1768 (see attached or linked version) as soon as all older stockpiles are exhausted.

The CAO is responsible for completing the applicant's financial eligibility determination for Medical Assistance (MA) and issuing a notice of eligibility/ineligibility.

Program Offices that administer HCBS Programs are to begin using this revised PA 1768 once accumulations of older versions are exhausted.

NOTE: If an application requesting HCBS is submitted by an individual but is not supported by a completed PA 1768 confirming medical eligibility, the CAO must still issue a notice of ineligibility (unless OLTL already has per Ops150901) and explore other MA categories. If an application for HCBS is submitted by a MA recipient and is not supported by a PA 1768 showing medical or functional eligibility, the existing MA benefits may remain unaffected but an ineligibility notice must still be issued for the HCBS application.

EXCEPTION: As outlined in OPS 150901, only the HCBS Programs administered by OLTL where the IEB determines medical eligibility (Attendant Care, Independence, COMMCARE, and OBRA) will receive functional denial notices from the PA IEB.

The first three pages of the revised PA 1768 are necessary to prove functional and HCBS program eligibility. The first page signals the form's purpose (update, change, transfer, termination), identifies the individual by demographics, and the representative(s) that also require CAO notification. Part I on the second page verifies the date a new HCBS applicant was assessed and whether the individual was found functionally eligible for HCBS. The PA 1768 must include the assessment date but the service begin date is not mandatory.

EXCEPTION: The service begin date is mandatory for the Living Independence for the Elderly (LIFE) program referrals as described in PMN 17657-489.

For a functionally eligible individual, the effective date for all HCBS programs (other than LIFE) is:

- the assessment date if this is the only date listed; or
- the service begin date, if both the assessment date and service begin date are listed.

NOTE: If only a service begin date is provided or if the service begin date is incorrectly listed prior to the assessment date, the CAO is to contact the assessor for clarification and narrate the findings.

PRACTICES:

- A PA 1768 received by the CAO must contain at a minimum the following information:

- The individual's demographic information.
 - Whether the individual is a new HCBS applicant or a current recipient.
 - Signature of the PA 1768 Submitter.
 - Title of the PA 1768 Submitter.
 - Telephone number for the PA 1768 Submitter.
- The HCBS Provider must send a PA 1768 to the CAO within three calendar days of the individual's change in status.
 - The CAO must take the indicated change, termination, or transfer action within five working days of receipt of the PA 1768. Actions taken on a PA 1768 reflecting new eligibility will adhere to existing application processing timeframes.
 - The enrolling agency and the service coordinator may or may not be a single entity and an individual's service coordinators may change with or without a HCBS program change.
 - If a new service coordinator or contact representative address is reported on the PA 1768, the eCIS Provider screens must be updated.
 - The CAO must enter the appropriate waiver/facility code for the correct placement county with the correct and actual placement dates for all HCBS eligibility/ineligibility/change reports.
 - If the PA 1768 documents a termination of eligibility, CAOs must give advance notice to the recipient, include their appeal and fair hearing rights, and explore other ongoing MA categories.

NOTE: Advance notice is not required for voluntary withdrawals or if the individual has been admitted to a LTC facility. A confirming notice is permitted in these situations.

ROLE OF CAO:

- Receive revised PA 1768.
- Scan to the Electronic Case file.
- Update contact information in eCIS as needed. An individual's service coordinators may change with or without a HCBS program change.
- Document in case comments the name of the PA 1768 submitter and the information reported.
- Determine non-financial and financial eligibility for MA.

- CAOs will need to send a PA 600L to the applicant if a PA 1768 arrives for a new applicant without one.
- As outlined in LTC Handbook Section 476.3, CAOs only need to complete a partial renewal when an MA recipient is applying for HCBS.
- Send the appropriate eligibility/ineligibility, advance, or confirming notice to the applicant and all representatives.

NOTE: Copies of all LIFE Program notices should be sent to:

Department of Human Services
OLTL/Forum Place 6th Floor
LIFE Program
P.O. Box 8025
Harrisburg, PA 17105-8025

Additional Information:

- HCBS Programs may cover respite care. CAOs should not change a waiver category to a facility category due to institutionalization reported on a Long Term Care Admission and Discharge Transmittal (MA 103) form without a verified termination date reported on a PA 1768.

NEXT STEPS

1. Please contact your Area Manager if you have questions regarding this Operations Memorandum.
2. The revised HCBS Eligibility/Ineligibility/Change Form (PA 1768) is available to HCBS Program Offices through the OIM Online Forms Website and the DHS Site's Find a Form function.
3. The Operations Memorandum becomes obsolete upon release of the revised Handbook changes.
4. This Operation Memorandum obsoletes Operations Memoranda 06-01-01.

Attachment