

Policy Clarifications – Medicaid

Long Term Care PMN15282477

Submitted:05/13/10

Agency: CAOs

Citations:

Subject: LTC Service Provider Notices

Is there a requirement for the CAO to send notices to Long Term Care (LTC) Service Providers?

Response By: Division of Health Services

Date:05/13/10

Yes, the CAO **must** send a copy of the notice to the LTC Service Provider, including any agencies that assess, enroll and disenroll individuals in Home and Community Based Services (HCBS) when:

- Eligibility for Medical Assistance (MA) and payment of LTC services is determined;
- Changes occur in the MA LTC benefit; or
- MA LTC eligibility is stopped.

Providing a copy of the notice to the LTC Service Provider will ensure that only eligible individuals receive services. Additionally, it will help to eliminate instances where the Provider continues to provide services to an individual who is no longer eligible for those services or who transfers from one HCBS program to another.

The CAO must enter all LTC Service Providers in the Client Information System (CIS) on the CAPROV screen. The following steps must be taken:

- Enter a “Y” to “CC Notices” on CACASE to queue CAPROV.
- Enter the provider number or the provider name and address on CAPROV.
- Pressing the “F6” function key will schedule additional provider screens if needed.
- Ensure a “Y” is populated on the “Copy Provider” field on CACNAN.
- Enter a “Y” to copy each provider on CANOCA.

NOTE: For individuals enrolling in an HCBS program, the CAO may need to contact the assessment agency if the address is not provided on the HCBS Eligibility/Ineligibility/Change form (PA 1768).

The provider information will be saved in CIS. However, a notice will not automatically go to the provider when a future change is made; therefore, when a change requiring a notice occurs during case maintenance, the CAO **must** enter a “Y” on CANOCA to generate a notice to the provider.