**Policy Clarification**

**Medicaid – Long Term Care**

**PMN-19402-468**

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| **Submitted: 7/3/19**  | **Agency: CAOs**  |
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| **Subject: Long-Term Care (LTC) Facility, Living Independence for the Elderly (LIFE) Provider, and CAO Procedures when LIFE Members Transition to or from an LTC Facility****Question: Is an MA 103 form needed from LTC facilities to establish a cost of care when the CAO receives a PA 1768 form that indicates a LIFE member has resided in an LTC facility for more than 30 consecutive days?** |
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| **Response by: Division of Health Services** | **Date: 7/8/19** |

Yes, an LTC Admission and Discharge Transmittal (MA 103) is required to be sent by an LTC facility within three working days to the CAO when a Medical Assistance (MA) recipient is either admitted, transferred, or discharged from a facility. This includes discharge back to a community setting, transfer to another LTC facility, or when the recipient in the LTC facility discharges due to death regardless of the MA recipient’s LIFE status.

Until the MA 103 is received, the CAO can accept the PA 1768 forms and verbal statements from the LTC facility as verification of the effective date of an individual’s admittance, discharge, or date of death and take the appropriate action. The CAO will monitor the receipt of MA 103 forms in these circumstances and narrate any outreach attempts to obtain them. Verbal verification or the receipt of a PA 1768 does not negate the facility’s responsibility to provide the MA 103 when changes occur.

The LIFE provider is responsible to report a change in circumstances by sending the PA 1768 to the CAO within three calendar days of a change in status. For LIFE recipients who enter an LTC facility, the month in which the cost of care begins is determined by counting 31 days from the admission date on either the PA 1768 received from the LIFE provider or MA 103 from the LTC facility. The cost of care begins on the first of the calendar month in which the 31st day falls. Once this admittance is reported, the individual is under the LTC facility’s care. A PA 1768 is required to be sent when the individual is admitted to an LTC facility and another PA 1768 when the individual has exceeded a continuous 30-day stay in an LTC facility. Please refer to [OPS 15-04-04](http://services.dpw.state.pa.us/oimpolicymanuals/ltc/OPS150404.pdf) [Attachment One](http://mydhs/cs/groups/webcontent/documents/document/c_172658.docx) for eCIS procedures regarding LIFE recipients who transition to an LTC facility.

**References:** 55 Pa. Code § 1187.31(3), 55 Pa. Code § 1187.32(3), OPS 15-04-04, LTCH 423.6