

**DATE:** December 5, 2017

**OPERATIONS MEMORANDUM #17-12-01**

**SUBJECT:** Revisions to the Home and Community Based Services (HCBS) Eligibility/Ineligibility/Change Form (PA1768) and Pending HCBS Eligibility/Ineligibility/Change Form (PA1768.1- Pending) for New Waiver Programs.

**TO:** Executive Directors

**FROM:** Inez Titus  
Director  
Bureau of Operations

**PURPOSE**

To introduce and explain the revisions to the PA 1768 and PA 1768.1- Pending.

**BACKGROUND**

The PA1768 was originally created to standardize the process of exchanging information between the agencies administering the various HCBS Programs and the CAOs. In December 2015, the forms were revised to further clarify reporting sources and to add communication details to the form. Further revision of the form will now reflect current changes in programs offered under the Office of Long Term Living (OLTL) and Office of Developmental Programs (ODP) for HCBS.

**DISCUSSION**

The PA1768 and PA1768.1- Pending are integral reporting forms used by the HCBS program offices and PA Independent Enrollment Broker (IEB). These agencies determine when an individual's medical condition requires Long Term Care (LTC) services and whether an individual meets specific waiver criteria, to report to the County Assistance Office (CAO). To address the creation of the new OLTL waiver program, Community HealthChoices (CHC) and the new ODP Community Living Waiver (CLW) the PA1768 and PA1768.1- Pending have been revised to include new waiver codes:

- CHC will be reported using waiver code 20.
- CLW will be reported using waiver code 81.

Further detail on these programs will be forthcoming. While the codes may be seen on the forms prior to the programs' start date, both programs will only begin January 01, 2018. CLW will be effective statewide, while CHC will begin in the southwest region and will later be rolled out in phases across the state. The CAO remains 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 must begin using the revised PA1768 and PA1768.1- Pending for the CHC and CLW program applications but may continue to use supplies of older versions without the two new codes for all other HCBS applications until stock is depleted.

### **NEXT STEPS**

1. Share and review this information with appropriate staff members.
2. Please contact your Area Manager if you have questions regarding this Operations Memorandum.
3. The revised HCBS Eligibility/Ineligibility/Change Form (PA 1768) and Pending HCBS Eligibility/Ineligibility/Change Form (PA1768.1- Pending) are available to HCBS Program Offices through the OIM Online Forms Website and the DHS Site's Find a Form function.

### **ATTACHMENTS**

Attachment One: [HCBS Eligibility/Ineligibility/Change Form \(PA1768\)](#)

Attachment Two: [Pending HCBS Eligibility/Ineligibility/Change Form \(PA1768.1 - Pending\)](#)