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August 10, 2001

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To: CBA/CCAD Assisted Living Residential Care Provider (AL/RC) Agencies
Day Activity and Health Services Provider (DAHS) Agencies
Primary Home Care Provider (PHC) Agencies

Subject: Long Term Care (LTC)
CMS Information Letter No. 2001-08
Clarification/Changes to CMS Information Letter No. 2001-04,
New Service Codes Effective September 1, 2001

On June 1, 2001, provider agencies were notified through CMS Information Letter No. 2001-04, New Service Codes Effective September 1, 2001, of new service/bill codes to be implemented in September 2001 for certain Community Care for the Aged and Disabled (CCAD)/Waiver Programs. The information letter included two attachments.

This letter provides further clarification and/or changes to some issues discussed in the information letter.

1) Clarification: The information letter included two attachments. The end date on some service codes may be misleading. Not all service codes with an end date of August 31, 2001 will be discontinued in August. In some cases, the current service code will remain in affect until the client's next reassessment. Provider agencies must continue to use the current service code until such time as documentation of a change to the client's service authorization has been received from the caseworker.

2) Change: To reduce the workload on caseworkers associated with the new service codes for PHC and DAHS, the service code change process was automated. Therefore, instead of PHC and DAHS provider agencies receiving individual copies of SAS data entry screens from caseworkers of service code changes, agencies will be receiving a listing of clients by provider name, contract number, and new service code. The list, which will include only clients with service code changes, will be sent to provider agencies by August 17, 2001. The listing will be sent to the mail address on the Provider Registration System. This is the same address where the DHS communications are sent.

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Furthermore, although the service code change process for CCAD/CBA Assisted Living provider agencies was not automated, agencies will also be receiving a similar report.

Review/Spot check of Service Code Conversion Process

DHS caseworkers will be reviewing and/or conducting a spot check of PHC and DAHS service authorizations to ensure that the new service codes were properly converted by the automation process. If a discrepancy is identified, caseworkers will update the service authorization and mail a copy of the SAS data entry screen to the provider agency.

Should you have any questions about this information letter please contact your regional contract manager. We apologize for any inconvenience these changes may have caused but we feel that these actions are necessary to try and prevent denial of payments to provider agencies.

Sincerely,

signature on file

Becky Beechinor
Assistant Deputy Commissioner
Long Term Care Services

BB:mgm