



DSD E-List Announcement

This is a broadcast announcement for use by DSD ONLY.

Date: December 1, 2009

To: Lead agency staff

From: Mickey Ellis, Home Care Reform; Kim Anderson, Project Consultant

Subject: New PCA assessment form and instructions available

Effective Date: Immediately

Purpose of E-mail: Make information available about the 6-month reassessment project

Contact Information: Contact your [Regional Resource Specialist](#) or if you have MMIS questions, call the DSD Resource Center at (651) 431-2450 or toll-free at (888) 968-8463

Start of the PCA 6-Month Reassessment Project

Today marks the beginning of the PCA 6-Month Reassessment Project. Find details in the [PCA Portal on the DHS Public Web site](#). Lead agencies need to know the following:

MMIS System Changes

New MMIS fields are ready to use for entry of Type B Service Agreements for PCA and Consumer Support Grant. The new fields correspond to the new access, assessment and authorization criteria. MMIS will automatically determine the Home Care Rating and daily time based on the information entered.

The [DSD MMIS Reference Guide](#) has been updated to match the new MMIS fields. Instructions for CSG are in the process of being updated. A new announcement will be sent when they are available.

Two **new** reason codes are ready to use when **on an initial assessment**, a person does not meet the access criteria for the PCA Program. They are:

567 - Person does not meet the access criteria for the PCA Program

568 - Person does not meet the access criteria for the CSG Program

Reminder: Lead agencies must issue a 30-day notice if a person experiences a change to their current PCA service authorization.

PCA Assessment and Service Plan Form (DHS-3244/3244A)

DHS has posted the new [PCA Assessment and Service Plan \(DHS-3244\)](#) and [instructions](#) in eDocs. Staff is currently making the form fillable. DHS will send an announcement when the form is fully functional. **Reminder:** Lead agencies must use the new form for all PCA assessments beginning today, 12/1/09.

Supplemental PCA Assessment form to use with the LTCC

A new Supplemental Form for PCA Assessment for use with the Long Term Care Consultation is under construction. The purpose of the supplemental form is to determine the daily amount of time that can be authorized as fee-for-service PCA as part of a waiver service.

Until the new supplemental form is completed and posted, please use this temporary process for persons on the CAC, CADI, EW and TBI waivers and Alternative Care Program who use or will use PCA services. A case manager needs to complete the following sections of the new [PCA Assessment and Service Plan \(DHS-3244\)](#)

- Page 3 – Section 1. Direct Own Care
- Page 5 – Section 6. Complex Health Related Needs
- Page 7 – Section 7. Behavior
- Page 8 – Section 8. Activities of Daily Living
- Page 9 – Sections 1., 2., 3., 4., Summary with signatures

The summary gives the total number of units/minutes per day that can be authorized on the waiver service agreement as fee-for-service PCA.

For MMIS data entry:

- A lead agency must enter the assessment data from the LTCC screening into the LTC Screening Document in MMIS.
- The assessment details from the PCA Assessment and Service Plan form are not entered into MMIS, although the completed DHS-3244 form becomes a part of the recipient's file.

New InfoPac Report –MW2405 PCA 6 Month Reassessment Project Report

The report is available for lead agency use through InfoPac. Lead agencies need to request InfoPac access for staff working on this project through their MMIS Security Liaison. [InfoPac Instructions](#)