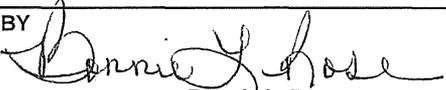




ISSUE DATE 7/12/2013	EFFECTIVE DATE 7/12/2013	NUMBER 51-13-05, 55-13-05, 59-13-05
SUBJECT: OLTL Home and Community-Based Services – Service Authorization Form		BY  Bonnie L. Rose Deputy Secretary, Office of Long-Term Living

PURPOSE:

The purpose of this bulletin is to notify all Office of Long-Term Living (OLTL) Service Coordination Entities (SCE) of the implementation of the Service Authorization Form.

SCOPE:

This bulletin applies to all OLTL Home and Community-Based Services (HCBS) Service Coordination Entities (SCE) for the Aging, Attendant Care, COMMCARE, Independence and OBRA Waivers and the Act 150 Program.

DISCUSSION:

While all Service Coordinators (SCs) transmit information to direct service providers regarding the services and supports they are authorized to provide to individual program participants, SCs have used different formats in the past. Because it is important that direct service providers receive accurate, consistent and easy to use information about participant services, this bulletin establishes a uniform form and procedure to be used for this purpose.

POLICY:

According to 55 Pa. Code § 52.26 (a), to be paid for rendering service coordination services, a SCE shall:

“Provide information regarding the authorized type, scope, amount, duration, and frequency of services as listed in the participant’s service plan to the provider rendering the service.”

Additionally, § 52.26 (b) states:

“If additional information is necessary to ensure that services are provided to a participant in the type, scope, amount, duration or frequency as required by the participant’s service plan, the SCE shall convey the additional information to a provider.”

PROCEDURE:

Attached is the OLTL Service Authorization Form (MA 560). Effective July 12, 2013, all SCs are expected to use this form to notify a direct service provider of authorization of OLTL waiver/program services for all new participants and service changes for existing participants. SCs are to complete a separate Service Authorization Form for each authorized service on the participant’s Individual Service Plan (ISP). This form is to be forwarded to the chosen service provider for each service notifying them of the service they are authorized to provide with the details necessary for the successful delivery of services. This form is to be completed in its entirety. SCs are not to leave any section blank. If an item does not apply or there is no information to add, an N/A is to be placed in the field.

SCs should not use this form for participant-directed services or financial management services. OLTL has established a separate authorization process for those services.

The attached Standard Authorization Form is to be used to convey service authorizations to direct service providers. All other local forms are obsolete. For Aging Waiver participants, service coordinators should also continue to enter service orders in SAMS for billing purposes.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

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