



**Pennsylvania**  
DEPARTMENT OF PUBLIC WELFARE

## OFFICE OF LONG-TERM LIVING BULLETIN

ISSUE DATE  
December 4, 2013

EFFECTIVE DATE  
December 4, 2013

NUMBER  
05-13-11, 51-13-11, 55-13-11, 59-13-11

**SUBJECT:**  
Rescission of Office of Long-Term Living HCBS  
Directives, Bulletins and Other Policy Documents

  
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Deputy Secretary, Office of Long-Term Living

### PURPOSE

This bulletin rescinds and replaces Office of Long-Term Living (OLTL) Bulletin 05-13-09, 51-13-09, 55-13-09, 59-13-09 Rescission of OLTL HCBS Directives, Bulletins and Other Policy Documents, issued November 14, 2013. The Rescinded Document List attached to the November 14 bulletin was incorrect. An updated document list is attached.

The purpose of this Bulletin is to provide a list of documents being rescinded by the Office of Long-Term Living (OLTL). These documents are being rescinded because they are no longer in effect or have been replaced by subsequent policies.

### SCOPE

This Bulletin applies to OLTL's Medical Assistance (MA) Home and Community-Based Services (HCBS) Service Coordinators and Direct Service Providers for the Aging, Attendant Care, COMMCARE, Independence and OBRA waivers and the Act 150 Program.

### DISCUSSION

OLTL has undertaken an extensive review of existing policies dating back more than 20 years. Policies developed during the initiation of many of the current and prior Medical Assistance Waiver Programs and the Act 150 Program have been reviewed. The review of these policies was conducted to determine their appropriateness, current applicability and if they have been addressed or superseded by other more current policies.

The documents on the attached list no longer apply and are hereby rescinded. Any documents for which updated policies exist are noted with a citation to that updated policy.

In addition to applicable bulletins or policy directives, 55 Pa. Code CH. 52 Long-Term Living and Community-Based Services provides additional regulatory requirements, and may be found at: <http://www.pacode.com/secure/data/055/chapter52/chap52toc.html>.

Specific details of the Medical Assistance Waiver Programs and the Act 150 Program may be found at:

<http://www.dpw.state.pa.us/foradults/healthcaremedicalassistance/supportserviceswaivers/index.htm>

**ATTACHMENT:**

Rescinded Document List

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

PA Dept. of Public Welfare/OLTL  
Forum Place 6th Fl.  
Bureau of Policy and Regulatory Management  
P.O. Box 8025  
Harrisburg, PA 17106-2675  
(717) 783-8412

<http://www.dpw.state.pa.us/dpworganization/officeoffongtermliving/index.htm>

Rescinded Documents  
December 4, 2013

2007

- 2007-HCBS-02 Back-up Documentation for Fiscal Records, OLTL, Bureau of Home and Community Based Services (BHCBS) Directive  
**Updated Policy: 55 PA CODE Ch 52, Section 52.15 “Provider records” and Section 52.43 “Audit requirements”; 55 PA CODE Ch 1101, Section 1101.51(e) “Record keeping requirements and onsite access”**  
**OLTL Bulletin #05-13-02, 51-13-02, 54-13-02, 55-13-02, 59-13-02**  
**Billing Instructions-Home and Community Based Waiver Provider’s Billing of Procedure Codes Based on Authorized Service Plans through PROMISE, Issue Date- February 7, 2013**
- 2007-HCBS-005 Community Integration Process, OLTL, BHCBS Directive  
**Updated Policy: OLTL Bul. # 05-11-05, 51-11-05, 52-11-05, 55-11-05, 59-11-05**

2006

- 006-BHCBS-001-Pending Applications Report, Operational Guidelines
- 006-BHCBS-001- Pending Applications Report, Directive
- PC#-006-04-Community Choice Questions

2005

- 2005-AC-002-New Service Plan Addendum to Facilitate Data Collection and HCSIS Input, Attendant Care Program Update, OSP, BHCBS
- 2005-HCBS-001-Community Choice Process, OSP, BHCBS Directive
- 2005-HCBS-004- New Directives and Directive Clarifications Process
- 2005-HCBS-005-Environmental Mod-spec. Med Equipment, OSP, BHCBS Directive  
**Updated Policy: OLTL Bulletin # 05-11-07, 51-11-07, 52-11-07, 54-11-07, 55-11-07, 59-11-07, Accessibility Adaptations and Assistive Technology**

2004

- 2004-AC-03-Personal Emergency Response System (PERS), ACP Update
- 2004-AC-004-New Service Plan Addendum to Facilitate Claims Processing, ACP Update, OSP, BHCBS
- 2004-AC-005-Update Attendant Care Forms, ACP Update, OSP, BHCBS
- 2004-HCBS-001-Clarification of New Rates for HIPAA Codes, OSP, BHCBS Directive
- 2004-HCBS-002-Elimination of the Prior Authorization and Three Bid Requirements for OSP Waivers, OSP, BHCBS Directive-  
**Updated Policy: OLTL Bulletin # 05-11-07, 51-11-07, 52-11-07, 54-11-07, 55-11-07, 59-11-07, Accessibility Adaptations and Assistive Technology**
- 2004-HCBS-003-Changes in Procedures and Additional Information for Community Choice Pilot Areas, OSP, BHCBS Directive
- 2004-HCBS-003-Cross Walk of Current HIPAA Procedure Codes for Therapies, OSP, BHCBS Directive

- 2004-HCBS-004-Cross Walk of Current HIPAA Procedure Codes to the New Service Procedure codes effective July1, 2004, OSP, BHCBS Directive
- 2004-HCBS-005-Two Percent Increase to Published Rates, OSP, BHCBS Directive
- 2004-HCBS-008-Community Choice Process, OSP, BHCBS Directive
- 2004-01-Implementation of Community Choice Pilot Procedures in Philadelphia, OSP, Policy and Quality Assurance Directive

### **2003**

- 2003-01-Implementation of Community Choice Pilot Procedures, OSP-Policy and Quality Assurance Directive
- 2003-01- Original COMMCARE Referral List, OSP-COMMCARE Contractor Directive
- 2003-02- Crosswalk of Current Procedure Codes to HIPAA Codes, BHCBS Directive
- 2003-02-COMMCARE Waiver Assessment Process and Time Lines for all future COMMCARE Waiver Referrals, COMMCARE Contractor Directive
- 2003-03-Clarification of New Rates for HIPAA Codes, BHCBS Directive
- 2003-03-COMMCARE Waiver Assessment Process for Referrals since the Distribution of the Original Referral List, COMMCARE Contractor Directive

### **2002**

- 2002-02-Community Services Program for Persons w/ Physical Disabilities Administrative Entities and Service Coordination Duties, COMMCARE Contractor Directive
- 2002-03-Target Diagnosis for OBRA and Independence Waiver, CSPPPD Contractor Directive
- 2002-06-COMMCARE Eligibility Report Form, CSPPPD Contractor Directive
- 2002-07-COMMCARE Waiver Program Level of Care Determination, CSPPPD Contractor Directive

### **2001**

- 2001-01 Recruitment and Retention Initiative, BHCBS
- 2001-02 Waiver Budget Revisions, CSPPPD Contractor Directive
- 2001-04 Universal Precautions, CSPPPD Contractor Directive
- 2001-05 Cost Effectiveness Comparison, CSPPPD Contractor Directive
- 2001-06 Other Related Conditions as the Primary Diagnosis of Physical Disability, CSPPPD Contractor Directive
- 2001-07 Personal Emergency Response System (PERS), CSPPPD Contractor Directive
- 2001-08 Additional Transportation Services Over CAP Amount-REVISED, CSPPPD Contractor Directive
- 2001-08 Additional Transportation Services Over CAP Amount, CSPPPD Contractor Directive
- 2001-09 Prevocational and Supported Employment Services, CSPPPD Contractor Directive
- 2001-10 Community Integration, Education and Transportation Services for the Independence, CSPPPD Contractor Directive

- 2001-13 Environmental Accessibility Adaptations (EAA) and Specialized Medical Equipment, CSPPPD Contractor Directive –  
**Updated Policy: OLTL Bulletin # 05-11-07, 51-11-07, 52-11-07, 54-11-07, 55-11-07, 59-11-07, Accessibility Adaptations and Assistive Technology, Issue Date 10/11/11**
- 2001-14 Annual Training Requirements-  
**Updated Policy: 55 PA.CODE Ch 52, Section 52.21 Staff Training**  
**Updated Policy: CHAPTER 611. HOME CARE AGENCIES AND HOME CARE REGISTRIES;**  
**<http://www.pacode.com/secure/data/028/chapter611/chap611toc.html>**
- 2001-14 Annual Training Requirements (Revised) –  
**Updated Policy: 55 PA.CODE Ch 52, Section 52.21 Staff Training;**  
**Updated Policy: CHAPTER 611. HOME CARE AGENCIES AND HOME CARE REGISTRIES;**  
**<http://www.pacode.com/secure/data/028/chapter611/chap611toc.html>**
- 2001-15 Medical Assistance Provider Agreement, CSPPPD Contractor Directive  
**Updated Policy: 55 PA CODE Ch 52, Sections 52.11, 52.12, 52.13, 52.14, 52.15, “Prerequisites for participation” through “Provider records”**
- 2001-16 Waiver Budget Revisions, CSPPPD Contractor Directive

## 2000

- 2000-02 Contracting to Increase Choice of Waiver Services Providers-CSPPPD Administrative Entity Directive-  
**Updated Policy: 55 PA CODE Ch 52, Sections 52.11, 52.12, 52.13, 52.14, 52.15 “Prerequisites for participation” through “Provider records”**
- 2000-03 CSPPPD Monthly Activity Report Requirements for Administrative Entities, CSPPPD Contractor Directive
- 2000-05 Mileage Allowance, CSPPPD Contractor Directive
- 2000-06 Submission of Contracted Provider Information to the Administrative Entities, CSPPPD Contractor Directive
- 2000-07 CRG Reporting Requirements for Administrative Entities, CSPPPD Contractor Directive
- 2000-08 Change to Type of Service Codes; CSPPPD Contractor Directive;  
**Updated Policy: OLTL Bulletins:**  
**#05-13-02, 51-13-02, 54-13-02, 55-13-02, 59-13-02**  
**Billing Instructions-Home and Community Based Waiver Provider’s Billing of Procedure Codes Based on Authorized Service Plans Through PROMISE, Issue Date- February 7, 2013,**  
**#05-13-05, 08-13-05, 11-13-05, 17-13-05, 19-13-05, 25-13-05, 26-13-05, 41-13-05, 51-13-05,54-13-05, 55-13-05, 59-13-05**  
**Clarification of type, scope, amount, duration and frequency of services, Issue Date-May 16, 2013**
- 2000-09 CSPPPD Monthly Activity Report Due Date for Administrative Entities and Prime Contractors, CSPPPD Contractor Directive
- 2000-10 Revised Rates for CSPPPD Waivers, CSPPPD Contractor Directive,  
**Updated Policy: OLTL Bulletins:**

**#05-13-02, 51-13-02, 54-13-02, 55-13-02, 59-13-02**  
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**Clarification of type, scope, amount, duration and frequency of services, Issue Date-May 16, 2013**

- 2000-13- Special Intake Activities for the Autism Pilot, CSPPPD Contractor Directive

### 1999

- 1999-01 Eligibility Procedures for OSP/OBRA Waiver Applicants from the Community, CSPPPD Contractor Directive
- 1999-02 TY2K Compliant Contingency Plans, CSPPPD Contractor Directive
- 1999-08 Limitations to Loans for CSPPPD Waiver State Funded Consumers, CSPPPD Contractor Directive
- 1999-09 Consumer Complaints File and Reporting of Complaints, CSPPPD Contractor Directive;  
**Updated Policy: 55 PA CODE Ch 52, Section 52.18 Complaint management; and, OLTL Bulletin # 05-11-06, 51-11-06, 52-11-06, 54-11-06, 55-11-06, 59-11-06, Critical Incident Management Policy for Office of Long Term Living Home and Community-Based Services Programs**
- 1999-12 Incident Reporting & Follow-up, CSPPPD Contractor Directive  
**Updated Policy: OLTL Bulletin #05-11-06, 51-11-06, 52-11-06, 54-11-06, 55-11-06, 59-11-06, Critical Incident Management Policy for Office of Long Term Living Home and Community-Based Services Programs**  
**Issue Date: October 14, 2011; and, Updated Policy: 55 PA CODE Ch 52, Section 52.17 Critical incident and risk management**
- 1999-13 When & How to Submit Waiver Budget Revision- Budget Reallocations, CSPPPD Contractor Directive;  
**Updated Policy: OLTL Bulletin # 10-06, 51-10-06, 52-10-06, 55-10-06, 59-10-06, Individual Service Plan Development, Review and Implementation Procedures for OLTL Home and Community-Based (HCBS) Services; and, Updated Policy: 55 PA CODE Ch 52, Section 52.25 Service Plan**
- 1999-14 Revised Rates for CSPPPD Waivers, CSPPPD Contractor Directive,  
**Updated Policy: OLTL Bulletins:**  
**#05-13-02, 51-13-02, 54-13-02, 55-13-02, 59-13-02**  
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**Clarification of type, scope, amount, duration and frequency of services, Issue Date-May 16, 2013**
- 1999-15 Removing the Age of Onset Restrictions in the OSP/Independence Waiver, CSPPPD Contractor Directive,  
**Updated Policy: the Independence Waiver at: Independence Waiver**

- 1999-16 Procedures for OSP, Independence, OSP & OBRA Waivers Waiting List, CSPPPD Contractor/Provider Directive;  
**Updated Policy: OLTL Bulletin #05-09-01, 51-09-01, 52-09-01, 55-09-01, 59-09-01; Statewide Waiting List Protocols for Office of Long-Term Living Medicaid Waivers and the Act 150 Attendant Care Program**
- 1999-20 Billing Periods; CSPPPD Contractor Directive;  
**Updated Policy: OLTL Bulletins:**  
**#05-13-02, 51-13-02, 54-13-02, 55-13-02, 59-13-02**  
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**Clarification of type, scope, amount, duration and frequency of services, Issue Date-May 16, 2013**
- 1999-21 Half Hour Units & Place of Service-2 CSPPPD Contractor Directives with same number-effective dates 10/10/99 & 11/23/99 respectively  
**Updated Policy: OLTL Bulletins for both;**  
**#05-13-02, 51-13-02, 54-13-02, 55-13-02, 59-13-02**  
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**Clarification of type, scope, amount, duration and frequency of services, Issue Date-May 16, 2013**

## 1998

- 1998-01 Procedure Change in the Independence Waiver Eligibility Waiver Waiting List, CSPPPD Contractor Directive,  
**Updated Policy: OLTL Bulletin #05-09-01, 51-09-01, 52-09-01, 55-09-01, 59-09-01; Statewide Waiting List Protocols for Office of Long-Term Living Medicaid Waivers and the Act 150 Attendant Care Program**
- 1998-04 Number of Weeks when Completing Waiver Budgets; CSPPPD Contractor Directive
  - CSPPPD Update dated April 13, 1998, Waiver Billings, Issued April 7, 1998,\*
  - 1998-03 Delay in Implementation of Rate, CSPPPD Contractor Directive\*
  - 1998-02 New CSPPPD Waiver Rates, CSPPPD Contractor Directive\***\*Updated Policy: OLTL Bulletins for all;**  
**#05-13-02, 51-13-02, 54-13-02, 55-13-02, 59-13-02**  
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41-13-05, 51-13-05, 54-13-05, 55-13-05, 59-13-05  
**Clarification of type, scope, amount, duration and frequency of services,  
Issue Date-May 16, 2013**

#### 1997

- 03-004 Implementing the Community Services Waiver for Independence, CSPPPD Contractor Directive
- 04-001 Reduction or Termination of Services to a CSPPPD Consumer,  
**Updated Policy: 55 PA Code Chapter 275 and Federal regulations at 42 C.F.R. Part 431, Subpart E; Updated Policy: appropriate sections of M A waivers at: <http://www.dpw.state.pa.us/foradults/healthcaremedicalassistance/supportserviceswaivers/index.htm>**

#### 1996

- 03-001 Prior Authorization of Assistive Technology & Minor Physical Adaptations Services, CSPPPD Contractor Directive,  
**Updated Policy: OLTL Bulletin # 05-11-07, 51-11-07, 52-11-07, 54-11-07, 55-11-07, 59-11-07, Accessibility Adaptations and Assistive Technology**
- 03-003 Revising the Community Services Program for Persons w/ Disabilities Fiscal Report, CSPPPD Contractor Directive

#### 1995

- 07-001 Revised & Additional Eligibility Form Letters & Related Information For Nursing Facility Applicants with Other Related Conditions, CSPPPD Contractor Directive

#### 1994

- 02-005 ARR Policies; CSPPPD Contractor Directive,  
**Updated Policy: PA Bulletin at: § 201.20; and, Act (14) Nurse Aide Resident Abuse Prevention Training**
- 05-001 CSLA Policies and Procedures, CSPPPD Contractor Directive
- 05-002 Interim CSLA Billing Procedure, CSPPPD Contractor Directive
- 05-002 Revisions to the Interim CSLA Billing Procedures

#### 1993

- 02-001 Calculation of 30 months in residence for residents with ORC who are ineligible for NF services