



COMMISSIONER
Jon Weizenbaum

Memorandum

To: Community Services Regional Directors
Community Services Program Managers

From: Lisa Akers-Owen
Manager
Community Services Policy and Curriculum Development

Subject: Changes in the Service Authorization System (SAS) Wizards

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Effective Date: July 22, 2013

This memorandum applies to the Community Based Alternatives (CBA) Program and Community Care for Aged and Disabled (CCAD) Program.

The Department of Aging and Disability Services (DADS) Information Technology (IT) will be releasing updates to the Service Authorization System (SAS) Wizards to be effective on Monday, July 22, 2013. This memorandum provides an overview of the changes and the associated policy.

For CBA, the following changes will be deployed:

- Consumer Directed Services (CDS) Nursing Option – If the CDS nursing option is selected, the system will allow nursing service records for both the agency and CDS option. For example, service code (SC) 13V and SC 13 can be selected at the same time. A workaround is no longer required.
- CDS Calculations – If any CDS option is selected, the Wizard will automatically calculate the annualized plan, display SC 63V CDS Monthly Administrative Fee and create a service record for financial management services.
- Transition Assistance Services (TAS) Authorizations – Currently the CBA Wizard will allow the creation of TAS Authorization (Service Codes 53) only if there is an open Service Group 1 (Nursing Facility). The wizard will now allow the creation of TAS service records (SC 53 and SC 53A) for an individual with an open Service Group 8, Hospice, service record.
- Code 35- For Code 35 case actions, the CBA wizard will end date all Service Authorization records 180 calendar days in the future or the end of the current Individual Service Plan (ISP) period, whichever comes first.

For Form 2060, Needs Assessment Questionnaire, the following changes will be deployed:

- Form 2060 Numbering – The task numbering on the automated Form 2060 is changed to match the current online Form 2060.
- Task Time Allocation – The Wizard now enforces the minimum and maximum time limits for each task allocated time on the Form 2060 in accordance with Form 2060 instructions. The time limits are based on the minimum and maximum time for tasks and the individual's functional impairment score for that task. If the case manager enters a time outside the range, the case manager must obtain supervisory approval and ensure that the supervisor has approved the override.

For CCAD, the following changes will be deployed:

- Retroactive Payments – Identifies and tracks retroactive payments for Primary Home Care (PHC) and Community Attendant Services (CAS). The last page of the Financial Wizard will have a checkbox that says, "Services were initiated by the provider." If retroactive payments as described in the *Case Manager Community Care for Aged and Disabled Handbook*, Section 4640, Retroactive Payments, are authorized, the case manager marks the checkbox.
- Identification of the Caregiver – When a functional task on the Form 2060 is marked "C" the name of the caregiver must be entered. The caregiver name will now print on the Auto Form 2059, Summary of Client's Need for Service, under item #5.
- Identification of Other Agency – When a functional task on the Form 2060 is marked "A", the name of the agency must be entered. The agency name will now print on the Auto Form 2059 under item #7.
- Functional Limitations – A new section on the Health Concerns screen will capture functional limitations. Items checked in this section will print on the Auto Form 2059 under item #2.
- Heading Change – On the Auto Form 2059, under item 35, the heading "Primary Support Type" will change to "Tasks Provided."
- Support Assisting Client - On the Support Assisting Client screen, the default is now blank instead of N/A.
- Six Hour Screen – An additional exception of "Congregate Meals" has been added in accordance with current policy. It is part of the third checkbox on exceptions.
- Form 2101 Agency Heading – On item #12 on Form 2101, Authorization for Community Care Services, the heading "Agency" has been removed and N/A is now displayed.

- Form 2101 Community Attendant Services – The checkbox on Form 2101 for Community Attendant Services will be labeled “CAS” instead of “CA PHC.”
- CCAD Realign- The realign will now include cases from Service Groups:
 - 3 – Community Base Alternatives (CBA)
 - 7 – Community Care for Aged and Disabled (CCAD)
 - 11- Program of All-Inclusive Care for the Elderly (PACE)
 - 18 – Medically Dependent Children Program (MDCP)
 - 19- STAR+PLUS Waiver (SPW)

Deployment notes will be sent out when these changes are deployed and the SAS Help Files will be updated in the near future.

If you have any questions regarding this memorandum, your regional representative may contact Duanne Whitehead at 512-438-4913.

LAO:cw