



COMMISSIONER
Jon Weizenbaum

Memorandum

To: Community Services Regional Directors
Community Services Program Managers

From: Lisa Akers-Owen
Section Manager
Community Services and Program Operations

Subject: Family Care Community Services Interest List Data Entry: Addendum
to CSPO 13-08-004, Intake Procedures and Community Attendant
Services Screening

Issuance Date: October 7, 2013 CSPO 13-10-001

Effective Date: October 7, 2013

This memorandum applies to the Community Care for Aged and Disabled (CCAD) program.

This memorandum clarifies the case manager's responsibility for Family Care data entry in the Community Services Interest List (CSIL) system. In CSPO 13-08-004, the case manager is instructed to add the applicant's name to the Family Care interest list if the applicant does not meet the screening criteria for Community Attendant Services (CAS) or Primary Home Care (PHC) when Family Care enrollment is not open.

This memorandum clarifies the case manager must also add the applicant's name to the Family Care interest list if Family Care enrollment is open and:

- the applicant does not meet the screening criteria for CAS or PHC; or
- the case manager will authorize Family Care while CAS financial eligibility is pending.

The case manager must enter all relevant data in the CSIL system, using the **original date of the request for services**, within five workdays of screening for CAS or PHC if the applicant will be referred for Family Care.

If you have any questions regarding this memorandum, your regional representative may contact Alfredo Cervantes at 512-438-5459.

LAO:cw