



State of Louisiana
Louisiana Department of Health
Office of Aging Adult Services

MEMORANDUM

OAAS-P-18-007

**TO: Long Term – Personal Care Services (LT-PCS) Providers,
Community Choices Waiver (CCW) Personal Assistance
Services (PAS) Providers**

FROM: Kirsten Clebert, OAAS Policy Division Director

A handwritten signature in black ink, appearing to read "Kirsten Clebert".

DATE: April 4, 2018

SUBJECT: Updated OAAS Service Logs and Provider Manual

As of February 19, 2018, all Home and Community-Based Services (HCBS) in-home services providers were to begin using the Electronic Visit Verification (EVV) system to record start and end times of service delivery. With the full implementation of the EVV system, OAAS has updated the following documents:

- [Long Term – Personal Care Services \(LT-PCS\) Log](#);
- [Community Choices Waiver \(CCW\) Personal Assistance Services \(PAS\) Log](#); and
- Instructions for the OAAS Service Logs

Please review the newly revised service logs and instructions. These forms have been simplified and should be easier to complete in combination with EVV. You are encouraged to begin using the new service logs IMMEDIATELY, However, **ALL** in-home services providers **MUST** use newly revised services logs **beginning Sunday, April 29, 2018**. These forms are required to document services in accordance with OAAS policy specified in the applicable Medicaid Provider Manual.

The following Medicaid Provider Manuals have been updated to further explain the use of these revised forms and documentation requirements:

- **Personal Care Services Provider Manual**
(<http://www.lamedicaid.com/provweb1/Providermanuals/manuals/PCS/pcs.pdf>)
 - Section 30.2 – Covered Services
 - Section 30.7 – Service Delivery
 - Section 30.8 – Record Keeping

- **Community Choices Waiver (CCW) Provider Manual**
(<http://www.lamedicaid.com/provweb1/Providermanuals/manuals/CCW2/CCW.pdf>)
 - Section 7.7 – Record Keeping

If you have any questions regarding this memorandum or its contents, please contact the OAAS Regional Offices in your area. Visit the OAAS Regional Office Directory located on the LDH/OAAS web page – <http://www.ldh.la.gov/index.cfm/directory/category/141>.

KC:mr

c: OAAS State Office
OAAS Regional Offices
OAAS Support Coordination Agencies
Medicaid Programs Supports and Waivers (MPSW)