



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

MEMORANDUM

OAAS-P-20-013

TO: OAAS LT-PCS Providers
FROM: Sherlyn Sullivan *Sherlyn Sullivan*
OAAS Interim Assistant Secretary
DATE: March 30, 2020
SUBJECT: Documentation Requirements for ADHC Waiver Participants with
LT-PCS During COVID-19 Emergency

This memo is further guidance regarding Adult Day Health Care (ADHC) Waiver participants that are receiving Long Term-Personal Care Services (LT-PCS). Due to the COVID-19 declared emergency and ADHC center closures, ADHC Waiver participants' LT-PCS hours have increased to the maximum of 32 hours/week. Support coordinators will not be completing a Plan of Care (POC) Revision to reflect this change. The participant and his/her worker must work together to ensure that the Direct Service Worker (DSW) is providing these increased services according to the participant's preferences. It is important that the DSW continue to check in and check out through the Electronic Visit Verification (EVV) system when providing LT-PCS to participants.

The LT-PCS Medicaid Provider Manual states: "Where service delivery significantly differs from the POC, the worker must document the reason for the deviation on the service log and describe the reason(s)/justification(s)." DSWs must document these "significant deviations" on the LT-PCS Log. The DSW must clearly document the detailed reason(s) and the date(s) for the "significant deviation" on page 2 of the LT-PCS Log under the "Progress Notes" section. **However, due to this emergency, the DSW may include the entire date range with the specific reason(s) for the deviation. See example below:**

DATE:	PROGRESS NOTES: - Observed changes in physical and mental condition (if applicable) - Documentation of any SIGNIFICANT DEVIATION from what is in the Plan of Care (POC) - Important information for the next worker or caregiver
3/29/2020- 4/4/2020	<i>Due to COVID-19 Emergency and the closure of the ADHC center, Mrs. J needed more hours of LT-PCS to complete ADL/IADL tasks for the entire week.</i>

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The Medicaid Personal Care Services Provider Manual sections 30.7 and 30.8 provide examples and additional details in regards to the POC and the LT-PCS Log:

<https://www.lamedicaid.com/provweb1/Providermanuals/manuals/PCS/pcs.pdf>

LT-PCS Log and Instructions:

<http://ldh.la.gov/assets/docs/OAAS/publications/Forms/LT-PCSServiceLogAndInstructions.pdf>

If you have any questions, please contact your OAAS Regional Office.

- c: OAAS Support Coordination Agencies
- OAAS Regional Offices
- Medicaid Program Supports and Waiver (MPSW)
- Statistical Resources Inc. (SRI)