MEMORANDUM

TO: OAAS LT-PCS Providers

FROM: 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:

<table>
<thead>
<tr>
<th>DATE: 3/29/2020-4/4/2020</th>
<th>PROGRESS NOTES:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
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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)