



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

MEMORANDUM

OAAS-P-23-006

TO: Long Term Care Access Contractor

FROM: Melinda Richard  
OAAS Assistant Secretary

A handwritten signature in blue ink that reads "Melinda Richard".

DATE: May 5, 2023

SUBJECT: COVID-19 Public Health Emergency LT-PCS Exceptions with End Dates

The COVID-19 Public Health Emergency will be **ENDING 5/11/23**. Most LT-PCS exceptions will end on 5/11/23. However, OAAS has received approval for some items to end on a later date. LT-PCS exception end dates may be found in the attached FAQ and/or in the following table:

COVID-19 PHE Exception:	END DATE:	Post-PHE Requirement:
Verbally designate or change a responsible representative	5/11/23	Changes to responsible representatives must be in writing.
Change providers, without good cause, if the designated provider is not able to provide services.	5/11/23	Participants may request to change provider once every three months. Participants may change providers at any time with good cause.
Place of service does not have to be documented in the Plan of Care (POC).	5/11/23	Place of service must be documented in the POC.
Level of Care Eligibility Tool (LOCET) may be used to determine eligibility for LT-PCS and assign hours until a face-to-face assessment can be completed.	5/11/23	The LOCET may not be used to determine eligibility and assign hours. Applicants must have a face-to-face assessment to determine eligibility.
Increase LT-PCS past the program maximum of 32 hours per week.	5/11/23	LT-PCS is limited to only 32 hours per week.
The LOCET is valid for 120 calendar days from the date of completion	5/11/23	The LOCET is valid for 30 calendar days from the date of completion.
The applicant has 120 calendar days to submit the Statement of Medical Status (SMS) form.	5/11/23	The applicant has 30 calendar days to submit the SMS form back to the LTC Access Contractor. However, the LTC Access Contractor should allow the applicant 60 calendar days before taking any action resulting from non-receipt.

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The applicant has 120 calendar days to submit the Medical Determination (MedDet) form.	<b>5/11/23</b>	The applicant has 30 calendar days to submit the MedDet form. However, the LTC Access Contractor should allow the applicant 60 calendar days before taking any action resulting from non-receipt.
The applicant has 120 days to submit verification of the primary caregiver's disability and age.	<b>5/11/23</b>	The applicant has 30 calendar days to submit verification of the primary caregiver's disability and age back to the LTC Access Contractor. However, the LTC Access Contractor should allow the applicant 60 calendar days before taking any action resulting from non-receipt.
An individual may serve as the responsible representative (RR) for more than 2 participants without an exception from OAAS.	<b>5/11/23</b>	No individual may concurrently serve as a RR for more than 2 participants in OAAS-operated home and community-based programs.
Increase assigned hours past the maximum for the participant's ADL index. **This also applies to ADHC participants with LT-PCS.	<b>9/30/23</b>	Participants may only receive up to the maximum number of hours for their level of support category/ADL index.
Allow exceptions to Prior Authorization (PA) Requirements.	<b>9/30/23</b>	PA requirements will revert back to pre-COVID-19 expectations.
Allow exceptions to the requirements that services must be provided in accordance with the approved POC and/or supporting documentation.	<b>9/30/23</b>	These requirements will revert back to pre-COVID-19 expectations.

This guidance supersedes any guidance provided in the following memorandums:

- OAAS-P-20-006 dated 3/18/20;
- OAAS-P-20-010 dated 3/23/20;
- OAAS-P-20-012 dated 3/27/20;
- OAAS-P-20-026 dated 6/2/20;
- OAAS-P-20-035 dated 9/11/20; and
- OAAS-P-20-038 dated 10/28/20

If you have any questions, please contact Christy Sawyer at [Christy.Sawyer@la.gov](mailto:Christy.Sawyer@la.gov).

c: Medicaid Program and Support Waivers (MPSW)  
Statistical Resources Inc. (SRI)

Attachment – OAAS COVID-19 FAQ Document (OAAS-P-20-011) dated 5/5/2023