



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

MEMORANDUM

OAAS-P-18-008

TO: OAAS Community Choices Waiver Self-Direction Participants

FROM: Kirsten Clebert *Kirsten Clebert*
OAAS Policy Development Division Director

Date: April 20, 2018

Subject: Updated OAAS Service Logs

As a participant/employer in the Community Choices Waiver (CCW) Self-Direction option for Personal Assistance Services (PAS), your employees/workers are required to complete **OAAS Service Logs AND Acumen timesheets**.

OAAS recently updated the CCW Service Log to simplify the form, provide an [electronically fillable version](#) (for those fields that do not require hand written items), and provide detailed instructions within the document to help you with proper documentation.

The form and the instructions, may be found on OAAS' website at the following link: <http://www.dhh.louisiana.gov/assets/docs/OAAS/publications/ServiceLogs/CCWServiceLogAndInstructions.pdf>.

Use of the newly revised OAAS Service Log is mandatory beginning Sunday, April 29, 2018.

Remember, in addition to the OAAS Service Logs, your workers must also complete a **PAPER** timesheet. Refer to the [OAAS Employer Handbook](#) (pages 22-23) for more information regarding this requirement. **When time web entries are entered online, paper timesheets MUST STILL be completed and kept for your records.**

OAAS-P-18-008

April 20, 2018

Page 2

Please continue to visit the OAAS CCW section of Acumen's website at: <https://www.acumenfiscalagent.com/louisiana> for all of the latest updates and forms for the OAAS Community Choices Waiver Self-Direction option. Questions may be directed to your Community Choices Waiver support coordinator, OAAS Regional Office, or Acumen Customer Service.

KC:mr

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