




State of Louisiana

Department of Health and Hospitals
Office for Citizens with Developmental Disabilities

OCDD-P-16-003

TO: OCDD Home and Community-Based Providers

FROM: Mark A. Thomas, OCDD Assistant Secretary 

DATE: February 3, 2016

SUBJECT: LaSRS Center-Based Services and Supported Employment Electronic Visit Verification

On March 1, 2016, an electronic visit verification system will be implemented for OCDD center-based services (day habilitation, prevocational, or center-based respite services) and all OCDD supported employment services. Providers will electronically clock in/out the individual for these program services including transportation, when applicable.

The electronic clock in/out will be used as the basis for determining when an individual was at the program, or being transported by the program. If overlaps occur with the personal care attendant (PCA) provider, then the PCA provider's **overlapping units will be blocked** by Statistical Resources, Inc. (SRI). For this reason, PCA providers are strongly encouraged to train their PCA staff to request clock in/out information from the center-based/supported employment providers **at the time of drop off or pick up, including transportation**, to ensure overlapping services are not recorded on the DSW's timesheet, and thus entered into LAST. As a reminder, the PCA provider can NOT bill for services unless the individual being supported is "in the presence" of the PCA staff. Accurate time reporting by the PCA staff will significantly reduce and potentially eliminate overlaps for these services.

The electronic clock in/out time stamp for these services, including transportation, will be automatically uploaded to Statistical Resources, Inc., on a daily basis and processed to detect overlaps with all OCDD providers. This will allow all OCDD providers to receive overlap notifications between a supported employment/center-based service provider and PCA provider within two (2) business days of each providers' data being transmitted to SRI.

Currently, you are receiving a FYI notice for PCA services that overlap with OCDD transportation on the blocked services report in LAST. Effective March 1, 2016, units that overlap with OCDD transportation services will be blocked.

Questions regarding implementation of this system should be directed to Kim Kennedy by email, Kim.Kennedy@LA.GOV or by phone at 225-342-4464.