

STATE OF ALASKA DEPARTMENT OF HEALTH & SOCIAL SERVICES SENIOR AND DISABILITIES SERVICES POLICY & PROCEDURE MANUAL	SECTION: PCA Program	Number: 10-8	Page: 1
	SUBJECT: Application Documents for PCA Services		
	APPROVED: /s/ Rod Moline		DATE: 5/22/07
	<i>RENUMBERED POLICY 2007-8</i>		

Purpose

Consumers will receive assistance from DSDS and provider agencies to ensure that the application packet for services is submitted in a timely manner.

Policy

An application must be "complete" before an assessment is reviewed for services. A "complete" application includes: Demographic Form, Release of Information for the Medical Provider, Client Rights, Consumer/Legal Representative Agreement (for consumer directed PCA). Power of Attorney or Guardianship Paperwork if a legal representative exists and/or is required.

Responsibilities

Provider agency

- Submits complete application paperwork to DSDS 60 days prior to expiration of a prior authorization.
- Provides accurate information regarding the current medical provider, to include tax number, in order for DSDS to request the medical certification Conn.

DSDS

- A reminder of necessary paperwork is provided to the provider 60~90 days in advance of expiring prior authorizations.
- Documents the receipt of intake paperwork, notifies the provider and consumer of missing paperwork, and reviews an assessment after accurate intake paperwork has been received in its entirety.
- Requests a medical certification form from the medical providers.

Procedure

A provider submits the following paperwork to DSDS for a Consumer applying for PCA services for the first time or as a renewal application. For those consumer renewing their services, the application paperwork must be submitted 60 days prior to expiration of the prior authorization:

- Demographic Form
- Release of Information for the Medical Provider
- Client Rights
- Consumer Legal Representative Agreement (for CDPCA)
- Power of Attorney or Guardianship Paperwork if Legal Representative exists and/or is required

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Process for Incomplete applications:

- 1) A consumer's file that does not have all the necessary paperwork will be considered an "incomplete" file.
- 2) Each item of application paperwork submitted to DSDS will be documented that it has been received.
- 3) An assessment will not be reviewed for services until all the necessary paperwork has been submitted.
- 4) DSDS will send an email to the provider requesting any missing documents. The provider will submit the missing intake paperwork to DSDS within 5 business days of the date of the email.
- 5) If the necessary paperwork has not been submitted within 5 business days of email notice, then a 30 day "Incomplete letter" will be sent to the consumer and provider.
- 6) If the intake paperwork is still not received after 30 days, a closure letter will be sent to the consumer and the provider.

This policy replaces Policy 2007-8 dated 4/2/07.

This policy will be effective as of date signed.