

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health Care Finance



DHCF Transmittal No. 11- 17

Officer of the Director

TO: Home Health Agencies Enrolled in the District of Columbia Medicaid Program

FROM: Linda Elam, PhD, MPH
Deputy Director, Medicaid

A handwritten signature in blue ink, appearing to be 'Linda Elam', is written over the printed name and title.

DATE: June 27, 2011

SUBJECT: Effective July 11, 2011: New Process for Requesting Prior Authorization of Extended Personal Care Aide (PCA) Services

Over the past several weeks, the Department of Health Care Finance (DHCF) has sent several transmittals to you requiring the use of new tools and processes to improve the delivery of Medicaid personal care aide (PCA) services in our District of Columbia Medicaid program. To review, these transmittals are:

1. Transmittal #11-10: New, required form for ordering Medicaid PCA services (5-25-11)
2. Transmittal #11-14: Inter-Agency Transfer Form for Medicaid Personal Care Aide (PCA) State Plan Services (6-14-11)
3. Transmittal #11-15: New Plan of Care Form for Medicaid Personal Care Aide and Home Health Skilled Services (June 15, 2011)
4. Transmittal #11-16: New Medicaid Personal Care Aide (PCA) Assessment Instrument Required (6-17-2011)

These forms also will be incorporated into the process for requesting and authorizing extended state plan PCA services beyond 1040 hours annually. We have revised this process by streamlining the form used to request prior authorization, and incorporating the above forms as attachments to the new request form. This will substantially reduce the amount of time home health agencies will spend creating new data for the purpose of making a prior authorization request.

Therefore, effective July 11, 2011, the attached one and a half page ***Request for Prior Authorization for Extended Medicaid State Plan Personal Care Aide Service Form*** replaces the previous four-page “Request For Prior Approval For Extended Home Health Service.”

To request extended PCA services, the Home Health Agency (HHA) is to submit a complete request package via the DC Medicaid web portal. A complete package includes:

- The new *Request for Prior Authorization for Extended Medicaid State Plan Personal Care Aide Service Form*;
- The HHA’s Plan of Care for the patient;
- The HHA’s Medicaid PCA Assessment Instrument;
- The Inter-Agency Transfer Form (if applicable); and
- A copy of the Prescription Form for Medicaid Personal Care Aide Services (applicable for beneficiaries first seen by the HHA after June 30, 2011).

If you have any questions, please contact Ericka Bryson-Walker, Project Manager at 202-442-9054 or ericka.walker@dc.gov if you have any questions. Thank you in advance for your cooperation.

Attachment: Request for Prior Authorization for Extended Medicaid State Plan Personal Care Aide Service Form

