

TO: Providers of Home Care Services

APPLICABLE TO: Home Health Agencies, Homemaker Agencies and Provi

SUBJECT: 1. Personal Care Assistant (PCA) Services and the Establishment of Time Parameters for a Calendar Work Week and New Weekly Billing Procedures

2. Limitation on Daily Hours for Mental Health Personal Care Assistant Providers

EFFECTIVE: 1. For Claims Received On or After October 8, 1995

2. Immediately (refers to action #2 on page 2)

PURPOSE: 1. To clarify for all personal care assistant providers the time parameters which constitute a calendar work week and to inform providers of related billing procedures.

2. To inform mental health personal care providers of a limitation on hours.

BACKGROUND: The Division of Medical Assistance and Health Services (DMAHS) allows Personal Care Assistant (PCA) services to be provided to a Medicaid beneficiary for up to 25 hours per week. Under certain circumstances, with notification to the Medicaid District Office, a beneficiary under regular Medicaid is permitted to receive up to 40 hours of PCA services per week (Home Care Service Manual, 10:60-1.12). The Division also allows a beneficiary receiving PCA services under the Mental Health personal care assistant program to receive up to 25 hours per week (Personal Care Services Resource Manual, page 2).

DMAHS is now clarifying the time parameters which constitute a calendar work week.

ACTION: 1. Effective for claims received on or after Sunday October 8, 1995, the time parameters which constitute a calendar work week are from Sunday at 12:00 a.m. to Saturday at 11:59 p.m.

As of October 8, 1995 when submitting claims for PCA services on the HCFA 1500 claim form, providers will **not** be allowed to overlap calendar work weeks. Multiple dates for services rendered can continue to be billed only within the newly established work week.

If continuous services are given to a beneficiary that overlap calendar work weeks, the dates of PCA service must be split using two lines on the claim form in order to reflect the multiple weeks. Additional dates of service can be submitted at anytime as long as the dates of service do not overlap a calendar work week.

Example: A client receives PCA services on Monday, Friday, Saturday and Sunday. The Monday, Friday and Saturday dates of service should be reflected on one line of the claim form, while the Sunday date of service must be on the next line.

For any calendar work week, the entire claim will be denied after the beneficiary has received more than 40 hours of regular Medicaid PCA. Likewise, the claim will be denied after a beneficiary has received more than 25 hours of Mental Health PCA.

Please be advised that on or after October 1, 1995, all claims must be submitted on the correct HCFA 1500 form (reference is made to Newsletter Vol. 5 No. 39 dated July 1995).

ACTION: 2. Effective **immediately**, personal care assistant services for mental health clients are **limited to 8 hours in a day**. The 25 hour per week limitation remains the same.

Questions regarding this Newsletter are to be directed to the Bureau of Home Care Services, Division of Medical Assistance and Health Services at (609) 588-2906.

**RETAIN THIS NEWSLETTER NUMERICALLY BEHIND THE NEWSLETTER TAB
(BLUE TAB MARKED "5")**