

Division of Aging and Adult Services Administrative Letter No. 01-22

To: County Directors of Social Services

Date: February 12, 2007

Attention: Adult Services Supervisors

Subject: The provision of Adult Care Home Case Management in Conjunction with the Special Care Unit for Alzheimer's and Related Disorders

Distribution: County Directors
Adult Services Supervisors

Session Law 2005- 276 authorized Medicaid funding for the care of residents in Special Care Units for Persons with Alzheimer's and Related Disorders (SCU-A) located in adult care homes (ACH). Effective with the date of service October 1, 2006, the N.C. Division of Medical Assistance (DMA) implemented a reimbursement rate for personal care services provided in the ACH/SCU-A. The intent of this letter is to provide guidance to counties regarding the provision of Adult Care Home Case Management Services (ACH/CMS) to eligible residents in a SCU-A.

As of October 1, 2006, the adult care home will receive the SCU-A personal care reimbursement rate for eligible residents of the SCU-A. The adult care home does not receive Enhanced ACH/PC payments in addition to the SCU-A personal care reimbursement rate. Implementation of the SCU-A personal care reimbursement rate and termination of the Enhanced ACH/PC payment to the adult care home are handled through the DMA administered prior approval process for admission to a SCU-A. The prior approval process is described in the [August 2006 Bulletin](#) on the DMA web site. The ACH/CMS case manager is not responsible for this process. The case manager does not complete the Case Manager Decision Notice or the DMA-3019 and does not call Electronic Data Systems (EDS). However, DMA will notify the ACH/CMS case manager when a resident receiving ACH/CMS is admitted to a SCU-A. The case manager will document this information in the case notes.

Residents receiving ACH/CMS prior to being admitted to a SCU-A remain eligible to receive case management services. As part of ACH/CMS, the adult care home case manager completes an initial assessment, identifies strengths and needs and then with the resident, completes a service plan. If the case manager determines that the resident may continue to benefit from this service plan, ACH/CMS should continue. The resident remains eligible for case management services based on the needs and strengths identified in the assessment and goals implemented in the initial service plan. The resident may continue to receive this service as long as he/she remains eligible. The case manager does not complete a Case Manager Decision Notice since the resident continues to receive case management services. The case manager does not complete a DMA-3019 and does not call EDS.

The ACH/CMS case manager may elect to complete a new assessment for a resident who was receiving ACH/CMS prior being admitted to a SCU-A, to determine if continuing ACH/CMS will be beneficial to the resident. This assessment should be completed with the resident and/or the resident's family or responsible party, as appropriate, in the resident's new setting. The communication with the resident and/or the resident's family or responsible party should be well documented in the case notes. If the case manager and resident/family/responsible party determine that the resident will benefit from continued case management services, then ACH/CMS services will continue as before in accordance with the ACH/CMS policy manual. If

the case manager and resident/family/responsible party determine that the resident will not benefit from continued case management services, the case manager will propose termination using the DSS-5027. In either determination, the adult care home case manager does not need to complete a Case Management Decision Notice or the DMA-3019 and does not call EDS.

If a resident receiving Enhanced ACH/PC prior to being admitted to a SCU-A moves from a SCU-A in an adult care home to another SCU-A in an adult care home within the same county, case management services transfer with the resident. The ACH/CMS case manager may elect to assess the resident in the new setting to determine if the resident will continue to benefit from case management services. If the ACH/CMS case manager determines that this is the case, case management services will continue. If the resident moves out of the county, services are terminated. If the resident moves into another adult care home in a new county and requires Enhanced ACH/PC, the case manager in the new county will follow the ACH/CMS policy and procedures located in the Family Services Manual, Volume V, Chapter IX to initiate case management services. If the resident moves directly into a SCU-A in an adult care home, whether in a new county or within the same county, the procedure described in the following paragraph applies.

The adult care home case manager may also elect to assess a resident in a SCU-A for case management services, even if the resident has never received ACH/CMS. The assessment will take into consideration the resident's strengths and needs, and determine if case management services may benefit the resident. If the case manager determines that this is the case, then case management can be provided. The adult care home case manager will initiate services for the client (service code 396), using the DSS-5027. The adult care home case manager does not need to complete a Case Management Decision Notice or the DMA-3019 and does not call EDS.

It is not anticipated that there will be any significant fiscal impact as a result of these changes. As of January, 2007, there are 584 SA/MA eligible residents living in a SCU-A. Of those, 134 residents are receiving ACH/CMS. Under the provisions stated in this Administrative Letter, residents residing in a SCU-A will continue to be eligible for ACH/CMS. Enhanced ACH/PC payments to the adult care home will be terminated.

The new provisions may have an effect on new referrals for ACH/CMS as adult care homes with a SCU-A may admit residents directly to the SCU-A (who meet the requirements) who may have otherwise been referred for ACH/CMS. Also, regular adult care home beds vacated may be filled with residents needing ACH/CMS.

If you have questions please contact your Adult Programs Representative, or Nancy Warren or Charles Williams at (919) 733-3818.

Sincerely,

A handwritten signature in black ink that reads "Dennis W. Streets". The signature is written in a cursive style with a large, stylized "S" at the end.

Dennis W. Streets, Director

DWS/SPM/cw