



State of Louisiana  
Department of Health and Hospitals  
Office of Aging and Adult Services

MEMORANDUM

OAAS-ADM-10-007  
OAAS-P-10-003  
OAAS-SC-10-003

**TO:** Support Coordination Agencies  
Affiliated Computer Systems Administration  
Capital Area Agency on Aging Administration  
Direct Service Provider Agencies of LT-PCS and EDA-CS  
OAAS Regional Operations

**FROM:** Rick Henley *RLH*  
Division Director, Policy and Program Implementation  
Office of Aging and Adult Services

**DATE:** February 17, 2010

**SUBJECT:** Flexible Use of Allotted Long Term Personal Care Services (LT-PCS) and/or Elderly and Disabled Adult (EDA) Waiver Companion Service (CS)

Since OAAS implemented the Service Hour Allocation of Resources (SHARe) methodology effective March 1, 2009, there have been numerous requests for clarifications and guidelines related to flexible use of approved weekly allotments. For the purposes of clarification and consistency, this policy statement is being issued. Please share with all applicable staff.

It is permissible for an LT-PCS and/or EDA-CS participant to use his/her approved LT-PCS and/or EDA-CS allotment flexibly (e.g., on different days, during different times of the day and/or over a different number of days of the week), *provided these guidelines are followed:*

1. The approved weekly allocation must be used in accordance with the participant's preferences and personal schedule within a single, specific prior authorization week that begins Sunday at 12:00 a.m. and ends the following Sunday at 12:00 a.m.
2. Unused portions of the prior authorized weekly allocation may not be saved or borrowed from one week for use in another week.
3. Total hours used within the week may not exceed the prior authorized weekly amount.
4. Variations from the approved plan of care in accordance with the participant's preference must be documented by the direct service provider on the *Log of Weekly Services/Supports & Daily Progress Notes* in accordance with established OAAS service log instructions.
5. The need for paid support/assistance with particular tasks/services must be documented in the approved plan of care.
6. For EDA Waiver participants, the trade-off of prior authorized allotted time between LT-PCS and EDA-CS is prohibited.

7. A status change assessment\* that may or may not result in a change in the amount of approved services must be performed by either the single point of entry contract staff for an LT-PCS only participant, or by the support coordinator for an EDA waiver participant. This is necessary if the individual wants a substantial change in their schedule of services to be permanent rather than temporary. \*Note that an MDS-HC is to be completed only if there is a change in the participant's functioning level.

An example of a substantial change that constitutes the need for a status change assessment\* is:

When the approved plan of care indicates services are to be provided on all seven days of the prior authorized week, and the participant decides he/she wants to receive services only five days because he/she no longer needs paid supports on the weekend. If the participant no longer needs paid supports on the weekend, he/she may not need as many hours of service. This is especially true for LT-PCS since it is a task specific program.

Your attention and adherence to this policy is appreciated. As needed, please direct questions to the applicable OAAS representative.

C: SRI  
OAAS Program Managers  
Medicaid Waiver Assistance and Compliance  
Medicaid Program Integrity  
DHH Legal