



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

MEMORANDUM

OAAS-P-09-028

TO: Direct Service Provider Agencies of Long Term Personal Care (LT-PCS) and Elderly and Disabled Adult (EDA) Waiver Companion Services (CS)

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

DATE: November 3, 2009

RE: Revised *OAAS Log of Weekly Services/Supports & Daily Progress Notes* (Service Log) – OAAS-PF-09-002

The OAAS service log with instructions entitled *OAAS Log of Weekly Services/Supports & Daily Progress Notes* and the OAAS Task List entitled *POC Task List for LT-PCS / EDA-CS* (OAAS-SC-09-012) have been revised to reflect the provision of shared Elderly and Disabled Adult Waiver Companion Services (EDA-CS). The EDA-CS policy now includes the option for one (1) direct service worker to provide companion services to one (1), two (2) or three (3) individuals who live together and have a common direct service provider.

The OAAS policy statement entitled *OAAS Interim Policy Statement – EDA- CS* is attached. The revised task list and service log, the EDA-CS policy statement and the current *EDA Rates and Codes Chart* are posted to the OAAS website at <http://www.oaas.dhh.louisiana.gov>. These changes to the service log coincide with changes in the Louisiana Service Tracking Software (LAST) maintained by Statistical Resources.

This revised service log with instructions is for immediate use. The previous service log issued July 5, 2009 *may not be used after* January 1, 2010. Between now and January 1, 2010, your agency may choose to use the previously issued version of the service log for participants who receive shared companion services. However, if you do so, your direct service staff must clearly document the following on the service log on a daily basis:

- the amount of shared companion service provided;
- whether the provided shared companion service is for two (2) or three (3) participants and;
- if applicable, the amount of unshared companion service provided on a daily basis.

This is necessary for reimbursement and audit purposes.

If you have any questions regarding this information, please contact your OAAS Regional Office.

Attachment

CC: OAAS Regional Operations
SRI
Medicaid Waiver Assistance & Compliance
Support Coordination Agencies