


ISSUE DATE 05/10/2018	EFFECTIVE DATE 05/10/2018	NUMBER 00-18-02
SUBJECT Home and Community-Based Services (HCBS) Eligibility/Ineligibility/Change Form (PA 1768) and Instructions		BY  Nancy Thaler, Deputy Secretary for Developmental Programs

SCOPE:

Administrative Entity Administrators or Directors
 County Mental Health/Intellectual Disability Program Administrators or Directors
 Supports Coordination Organization Administrators or Directors
 Providers of Consolidated, Person/Family Directed Support, and Community Living Waiver
 Services
 Individuals and Families

PURPOSE:

The purpose of this bulletin is to disseminate an **updated** PA 1768, Home and Community-Based Services (HCBS) Eligibility/Ineligibility/Change Form, and to provide guidance for completion of the form. The updated PA 1768 improves communication between the County Assistance Office (CAO) and the designated ODP entities that must inform the CAO of an individual's eligibility, ineligibility or other changes that affect the individual who receives services funded by a waiver.

Some of the notable changes include:

- The addition of Part I, "Complete for New HCBS Applicants",
- The addition of Part II, "Complete for HCBS Recipients reporting an Update, Change, Transfer or Termination",
- The addition of the Community Living Waiver in the Eligibility/Coding section, and
- Revised terminology throughout the PA 1768 form to accommodate several programs' needs.

<p>COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO: The appropriate ODP Regional Program Office</p> <p>Visit the Office of Developmental Programs Web site at http://www.dhs.pa.gov/learnaboutdhs/dhsorganization/officeofdevelopmentalprograms/</p>

BACKGROUND:

The PA 1768 was originally released on January 5, 2006. The revised PA 1768 (3/18) may be used immediately. However, if Administrative Entities or County MH/ID programs have paper copies of the prior versions of the PA 1768, they may continue to use these versions of PA 1768 until the surplus is exhausted with the exception of enrollment in or disenrollment from the Community Living Waiver or other changes that affect the individual enrolled in the Community Living Waiver. For those actions, the PA 1768 included as Attachment 1 to this bulletin must be used.

DISCUSSION:

The PA 1768 form includes instructions, which are found on pages 4-7 of the form. However, ODP is providing the following additional clarification:

- The PA 1768 Electronic Form may be completed in HCSIS. Please refer to the Learning Management System (LMS) job aid titled *Using the PA 1768 Form* which is found at *ODP: COMPASS-to-HCSIS Clearance-Intake-Eligibility Enhancements* or its successor.
- Provider agencies that are enrolled with Office of Developmental Programs to provide services may not complete and submit the PA 1768 directly to the CAO. Provider agencies are directed to work with the individual's SC for any changes where the form must be completed and submitted to the CAO.
- Individuals and family members may not complete and submit the PA 1768 to the CAO on behalf of the Administrative Entity or County MH/ID Program. Individuals and families should work with the individual's SC for any changes where the form must be completed and submitted to the CAO.
- The term 'HCBS Provider' as an enrolling agency in the "PA 1768 Originator" section includes Supports Coordination Organizations.
- The section titled 'SC Information (If Different from Agency Information Above)' should be completed if the Supports Coordinator needs to receive an eligibility notice.
- The "Additional Entity Requiring 162 Notification" section should be completed when other ODP entities require receipt of notification of a CAO action."
- The Money Follows the Person (MFP) code must be entered on the PA 1768 when applicable. The CAO will not enter an MFP code in its information system if it is not entered on the PA 1768 form. Please remember to obtain the MFP consent form from the individual or his or her representative prior to the individual moving.
- The PA 1768 must be completed if the individual has a change of address or if he or she receives services from a different residential habilitation provider.

The PA 1768 form does not eliminate the requirement for the Administrative Entity or County MH/ID program to document program eligibility for a waiver on ODP-approved forms. A

service plan will be completed and will include specific services that will be received once the individual is enrolled in the waiver and the date that services will begin.

PAGE 1

The Administrative Entity or County MH/ID Program must complete all applicable sections of *Page 1* each time a PA 1768 is completed. At a minimum, the following sections must be completed:

- Department of Human Services (DHS) Office Information,
- Applicant/Recipient Identification (RID) Information,
- Current HCBS/MA RID Information and
- PA 1768 Originator, including a signature.

The individuals with addresses that are completed in any section on Page 1 will receive an eligibility notice from the CAO when an initial or a subsequent PA 1768 is completed.

PART 1

Part 1 of the form is completed for individuals who are applying for and enrolling in a HCBS waiver. The form should be forwarded with the individual's Medical Assistance application, if needed. The CAO is responsible for determining an applicant's financial eligibility and must provide the individual with an eligibility notice or a denial notice if found ineligible for waiver services or Medicaid benefits.

The Administrative Entity or County MH/ID Program will determine if the individual meets the ICF/ID or ICF/ORC Level of Care and is eligible for enrollment in a waiver. The PA 1768 is the only form that CAOs will receive to document eligibility for enrollment into a waiver with the exception of when the applicant is also applying for MA at the time of waiver enrollment. In this circumstance, the Administrative Entity or County MH/ID program will need to also forward the:

1. Medical Assistance (Medicaid) Financial Eligibility Application for Long Term Care, Supports and Services.
3. The CAO's "Authorization for Release of Information" form.
4. Accompanying documentation, which consists of gross monthly income, resources, and citizenship and identity information.

The PA 1768 form should be forwarded to the CAO at least 30 calendar days prior to the individual's intended effective date for enrollment into a waiver. If an individual is in an emergency situation, the Administrative Entity or County MH/ID Program should contact the CAO directly to alert them to the situation. A copy of Form PA 1768 should be kept in the individual's file at the Administrative Entity's or County MH/ID Program's office.

PART II

Part II of the form is completed when an individual's circumstances require an update, a change, a transfer to another waiver or to another provider, or termination of enrollment or eligibility for a waiver. The CAO will provide a notice to the individual or entities that have address information completed on Page 1 of the PA 1768.

The PA 1768 must be completed and submitted to the CAO within seven (7) business days of an update, a change requiring submission of the PA 1768, a transfer to another waiver, or termination of enrollment or eligibility for a waiver. The PA 1768 does not need to be completed when a specific waiver-funded service is reduced, suspended, or terminated.

Attachments: PA 1768 (03/18)

OBSOLETE DOCUMENTS:

Bulletin 00-06-01, Home & Community Based Service Eligibility/Ineligibility/Change Form