TO: Local District Commissioners, Medicaid Directors

FROM: Mark Kissinger, Director
         Division of Long Term Care

SUBJECT: Authorization of Services and Program Enrollment in the Uniform
         Assessment System – New York (UAS-NY)

EFFECTIVE DATE: Immediately

CONTACT PERSON: UAS-NY Support Desk at (518) 408-1021

The purpose of this General Information System (GIS) message is to provide
the local departments of social services (LDSS) with instructions pertaining
to the following processes in the UAS-NY:

1. Documenting LDSS authorization of services for the following programs:
   Long Term Home Health Care Program (LTHHCP), Personal Care Services
   Program (PCSP), Consumer Directed Personal Assistance Program (CDPAP),
   and Care at Home I & II Waiver Program.

2. Indicating an accurate program enrollment date in an individual's case
   file.

3. Recording a disenrollment date when an individual stops receiving
   services under the program of record.

Authorization of Services

The Department of Health requires that once an assessment and corresponding
assessment outcomes are signed and finalized in their respective nodes by the
nurse assessor, an authorized LDSS representative must review the assessment.
Upon completion of the review, the authorized representative should indicate
in the comment box in the "Review/Consult" node that the assessment has been
reviewed and indicate either that services are authorized or not authorized.
Once these steps are complete, the authorized staff person must record
his/her signature in the "Review/Consult" node.

Program Enrollment

Each LDSS is responsible for recording enrollments for the following
programs:

1. Long Term Home Health Care Program
2. Personal Care Services Program
3. Consumer Directed Personal Assistance Program
4. Care at Home I & II Waiver Program

It is important to note:

1. An entry to the Program/Plan node does not authorize provision of the
   program or service.

2. An enrollment is only entered once. At the time a reassessment is conducted for the purposes of reauthorization, do not enter another enrollment if reauthorization is approved. A reauthorization is a continuation of the original enrollment.

3. It is possible that an individual is enrolled in more than one program. In the case of dual enrollments, there should be one program enrollment entry per program.

Program Disenrollment

When an individual no longer receives services under the program enrollment recorded in the case file, the LDSS must open the Program/Plan node to record the discharge/disenrollment date. The LDSS must also record the reason for discharge/disenrollment.

Additional information about Program/Plan Enrollments in the UAS-NY can be found in the following sections of the UAS-NY Training Environment:

- "1250 - Indicating a Program or Plan Enrollment"
- "8100 - Instruments and Reference Manuals", Section 5: "UAS-NY Personal and Program Information"

If you need additional information or have any questions, please contact the UAS-NY Project Team at 518-408-1021.