

TO: Local District Commissioners, Medicaid Directors**FROM:** Deborah McClure,
Director, Bureau of Medicaid Long Term Care Policy
Division of Program Management and Development**SUBJECT:** Consumer Directed Personal Assistance Program Service Authorization Renewal Timelines**EFFECTIVE DATE:** Immediately**CONTACT:** services@health.ny.gov

The purpose of this GIS is to instruct Local Departments of Social Services (LDSS) about their responsibilities and actions regarding timely service authorization renewals for Consumer Directed Personal Assistance Services (CDPAS).

All LDSS are required to provide timely service authorization renewals to the statewide fiscal intermediary, Public Partnerships, LLC (PPL), for consumers who are eligible for CDPAP and are continuing their services. The purpose of this guidance document is to outline a timeline of the process for service authorization renewals to ensure an updated service authorization is reflected in PPL@Home prior to the previous authorization expiring, thereby avoiding the potential for a gap in services for the consumer and avoiding the potential for disruption in pay for personal assistants.

Updated service authorizations must be entered into eMedNY at least ten calendar days prior to the end of the current service authorization.

If applicable, re-assessments should be completed at least fourteen calendar days prior to the end of the current service authorization.

Please Note: It may take up to six business days after an LDSS enters an authorization in eMedNY for it to appear in PPL@Home. This is due to the various transfers of information between systems that must occur. Holidays and weekends may cause additional delays.

If service authorizations are not updated in a timely manner, there is the potential for payment delays for Personal Assistants or service disruption for consumers.

Continued failure to meet timely service authorization for CDPAP consumers may result in withholds of LDSS administrative payments.