

MEMORANDUM

NOTICE #: 092216-1-PC-SWCBS

TO: Area Agency on Aging (AAA) Executive Directors

FROM: Samuel P. Verghese, Secretary

DATE: September 22, 2016

SUBJECT: Notice of Policy Clarification: Screening/Assessment Service Code

The purpose of this Notice is to provide clarification regarding use of the Screening/Assessment (SCAS) service code for services funded through Local Services Programs (LSP), OAAIIIB (Support Services), OAAIIIC2 (Home Delivered Meals), and OAAIIIE (National Family Caregiver Support Program). Specifically, in reviewing CIRTS data and in discussions with several AAAs, the Department has discovered instances of inappropriate use of this service code for case management activities.

The SCAS code should be used only for completion of an assessment. Section 2, Appendix A of the Program and Services Handbook indicates, "Screening/assessment is defined as administering standard assessment instruments for the purpose of gathering information about and prioritizing clients at the time of active enrollment or to reassess currently active clients to determine need and eligibility for services. This service assesses clients for services, and follow-up may be required to ensure completion of the assessment. This service may also include referrals for identified needs, as necessary."

The service description is amended as follows:

Screening/assessment is defined as "administering standard assessment instruments for the purpose of gathering information about clients to determine need and eligibility for services and prioritizing them at the time of active enrollment or to reassess currently active clients."

Although information gathering may often lead to the need for referrals, language associated with referral and follow up has been removed from the amended SCAS service description. It is also important to note that case management is an allowable service for clients actively enrolled in OAA or LSP, although it is not a requirement. The AAA may include case management in the OAAIIB or LSP list of services with funding allocated.

In light of this guidance, should the AAA discover during subcontractor monitoring activities that a provider is reporting and billing SCAS incorrectly, the AAA must notify the provider to cease reporting and billing incorrectly and provide technical assistance. The Department also recommends that each AAA include testing of SCAS units reported and billed in the quality assurance activities.

Thank you for ensuring accurate reporting and billing. If there are any questions, please contact your contract manager.