

**Department of Social Services
Community Options Unit**

Memorandum

To: Access Agencies
Community Options Staff
From: Sheila Nolte, Health Program Supervisor
Date: March 20, 2018
Re: Policy on Prior Authorization for Live In (24/7) PCAs

The purpose of this memorandum is to clarify the Community Options Unit policy on the prior authorization of Live In PCAs. Community Options staff will be strengthening the review process to ensure that the consumer meets the criteria stipulated on the Supervisory Review for Justification of PCA for Overnight and Live-In Services Form (W-1532). It is critically important to understand that the Live in service is not comparable to 24 hour care. The live in is paid for up to 16 hours per day and is entitled each day to 8 hours of sleep time.

Particular emphasis will be placed on the following:

- Confirm the client has **intermittent** hands-on care needs
- Verify that the PCA will get 8 hours of sleep each night, five of which is uninterrupted
- Validate that the client's back up plan is reliable and available.

Prior authorizations will be denied when clients actually require 24 hour hands on care because of the requirement that the PCA is entitled to sleep time. Therefore, an individual, whose needs constitute total care including incontinence care, transferring and repositioning in bed would not qualify for this service because that level of care exceeds the scope of this service. The client must also have a reliable back up plan.

Clients who are transferred from MFP with Live In PCAs must be reassessed to determine if the need for this service still exists.

Live In PCAs will not be approved because the nursing facility refuses to discharge the client without this service.

Clients with cognitive impairments may not assume risk.

The prior authorization request should describe what other alternatives have been considered, ruled out and why. Describe why Assistive Technology, Adult Family Living or other solutions are not options.

Any questions or concerns you may have concerning this policy may be directed to Maria Dexter at 860-424-5273.

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