



# Notice of Instruction

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## Notice of Instruction Number 030119: Home Care for the Elderly (HCE)

**TO:** All PSA 6 HCE Providers

**FROM:** Kristina Melling, Senior Program Planner and Q.A. Data Manager

**DATE:** March 1, 2019

**SUBJECT:** Notice of Instruction #030119: Home Care for the Elderly (HCE)

This Notice is to provide guidance regarding changes to the Basic Subsidy amount associated with the Home Care for the Elderly (HCE) service program (Sections 430.601-.606, F.S., Home Care for the Elderly (HCE) and Rule Chapter 58H-1, F.A.C.).

This guidance includes the following:

- Change to the Basic Subsidy amount and introduction of new Basic Subsidy Legacy service;
- Change to Special Subsidy;
- Case management roles and responsibilities; and
- Client Information and Registration Tracking System (CIRTS) reporting.

### **Basic Subsidy Change**

The HCE Basic (BASIS) subsidy amount has not increased in more than 20 years. To ensure continuity in service rates as clients transition from Home Care for Disabled Adults (HCDA) into HCE the BASIS subsidy amount increased to a standard \$160 in rule on October 24, 2018.

<u>Recipients Monthly Income</u>	<u>Basic Subsidy Amount</u>
\$0 – up to the Institutional Care Program (ICP) Income Ceiling	\$160/month

This basic subsidy amount replaces the previous income/asset stratified subsidy chart (DOEA Form

HCE-001). Existing clients receiving a Basic Subsidy greater than \$160.00 per month will continue to receive their current subsidy amount.

### **Basic Subsidy Enrollment Change**

Currently, HCE clients may be eligible for home-based services under other programs such as Community Care for the Elderly, Alzheimer's Disease Initiative, and Older Americans Act.

With this guidance, effective March 1, 2019, HCE clients **MAY** also be dually enrolled in the HCE BASI program and a Statewide Medicaid Managed Care Long-term Care (SMMC LTC) program.

While HCE clients were previously prevented from being dually enrolled in the HCE program and an SMMC LTC program, the Agency for Health Care Administration (AHCA) has determined this exclusion is not necessary.

This policy change will permit current HCE clients who are released for SMMC program enrollment to keep their HCE BASI caregiver subsidy benefit, if desired. **This change to allow dual enrollment in HCE and SMMC is not retroactive.** HCE BASI benefits may apply for such benefits but must still meet program participation requirements and may only be enrolled if available funding exists. If an existing SMMC LTC client applies for HCE BASI, and there is insufficient budget in the HCE program to enroll the client in HCE, they will be waitlisted as is the current process when resources are not available for adding new clients.

### **Special Subsidy Change**

Current HCE clients who receive a Special Subsidy may retain any portion of their Special Subsidy/Subsidies for services not available to the client through Medicare, Medicaid, or other insurance.

No Special Subsidy benefits will be available for new, not previously enrolled, HCE clients for services available through any other funding source. All new Special Subsidies will require prior authorization from your DOEA contract manager.

All existing and potential HCE clients who are SMMC LTC eligible should complete the SMMC LTC enrollment process. In order to expedite the enrollment process, existing HCE clients receiving special subsidies who scored a 5 may use their current 701B assessment. To accommodate this one-time allowance, open an assessed priority consumer list (APCL) span for Long Term Care Community (LTCC), so clients can be released at the end of the month.

### **Case Management Roles and Responsibilities**

For those clients enrolled in HCE BASI and SMMC LTC (no Special Subsidy), there is no need to develop a care plan for these clients as that function will be conducted by their SMMC LTC case

manager. HCE case managers are responsible for completing the annual eligibility re-determination every 12 months (no later than the month of the anniversary date of the completed client assessment).

Clients enrolled in both HCE BASI and SMMC LTC will be allowed to choose Participant Directed Options (PDO); the client's enrollment in HCE should not be affected if they are in SMMC PDO.

For the balance of HCE clients, the Area Agency on Aging and Case Management Agency program requirements for the HCE program as outlined in the *Programs and Services Handbook* and any pertinent Notice(s) of Instruction published by the Department remain the same.

### **Client Information and Registration Tracking System (CIRTS) Reporting**

For current HCE clients whose Basic Subsidy rate is greater than the new BASI subsidy rate of \$160 per month, the Department has established a new service code in CIRTS.

Subsidies provided to these "legacy" clients are to be entered using the HCE Basic Subsidy Legacy (BASIL) code in CIRTS. This code should be used for all current clients with an existing HCE subsidy rate greater than \$160 per month. Beginning March 1, 2019, the Department will start conducting random CIRTS audits to ensure compliance with the rule change has been achieved.

The reporting requirements associated with the BASIL service are the same as those currently associated with the BASI service. Specifically:

1. Unit of Service: One unit equals one month
2. The case manager or case aide must confirm that the caregiver provided care to the client during the month. The caregiver may sign a form attesting to eligibility each month and submit it to the case manager or confirmation may be made by a telephone contact with the caregiver. The confirmation shall be documented in the case narrative of the client's file.

In addition to this new service code in CIRTS, the existing BASI service code will be limited in CIRTS to the new \$160.00 standard subsidy rate.

Per current policies, the client and caregiver registration cut-off date is the 15th of the month to receive the BASI and new BASIL subsidies. Anyone registered after the 15th shall have the first day of the subsequent month as an eligibility date. Case managers shall continue the provision of case management services in accordance with Chapter 2 of the *Programs and Services Handbook* and report units of case management into the CIRTS database by the 20th of the month.

If you should have any questions regarding this notice, please contact your SCC Contract Manager.