ADW Q & A Call - December 15, 2015

1. Is there a plan to fix the text boxes in the new PDF forms. In the Assessment it is very difficult to enter information when some of the text boxes will wrap text and others will not. In addition, the font size varies greatly. The problem with the word format as noted at the bottom of the SP is "any alterations of the original form will result in improper documentation and disallowance". When can we expect the formatting issues to be corrected? Thanks.

Answer: We are currently working on these issues and hope to have them corrected A.S.A.P. The reference to alteration of the original forms is in reference to content, not necessarily the appearance of the forms.

<u>Questions/Comments from the call</u>

Question a: When do you bill for reviewing the PAL?

Answer: There is an automatic billing of one unit per month. The RN must sign the PAL to verify that it has been reviewed.

Question b: If the RN completes the PAL, do they then just send it to the Case Manager?

Answer: The RN and Case Manager should do an initial visit together. If there is a change in between assessment dates, the RN can update the PAL and make sure the Case Manager gets a copy of it.

Question c: If someone has a change in hours, for example, but their assessment isn't due, do we use the old forms or use the new PAL?

Answer: Until the assessment is due, use the old forms.

Comment: There were many questions regarding completing the Person Centered Assessment and Personal Attendant Log. BoSS will review and revise the instructions to make them more clear.