

T-Reports

T-110 Aging Reports

The Aging Reports (in CMIS and LAWRRIS) lists all of the current linkages which have not been completed for a particular SCA.

This report must be reviewed daily by the SCA staff to ensure linkages are being processed in a timely manner.

Initial waiver cases must be completed (approved or denied by the SC supervisor) within thirty-five (35) days of linkage notification.

Initial nursing facility (NF) transition waiver cases must be completed (approved or denied by the SC supervisor) within forty-five (45) days of linkage notification.

T-110.3 Procedures

SC supervisor will:

- Review the CMIS Aging Report daily and assure that linkages are processed and submitted to RO and/or DMC by the required timeframe.
- Submit the Aging Report Log to RO on the 1st of every month.
 - The Aging Report Log must include detailed information on all cases that are over thirty-five (35) days old for regular initials and forty-five (45) days old for NF transitions.
- Continue to check/monitor the status of all aging linkages and contact RO for needed assistance.

RO will:

- Review the LAWRRIS Aging Report and compare with the SC's Monthly Aging Report Log.
- Report any discrepancies to the SCA and/or DMC.
- Report invalid reasons for the aging linkages to State Office (SO).

RO and/or SO may:

- Issue notification of sanction to SCA as identified in the SC Performance Agreement.

T-200 Expired Plans of Care (POCs)

This report must be reviewed daily by the SCA staff to ensure that all Annual POCs are being processed in a timely manner.

If the SCA does not submit the entire Annual POC packet within the required timeframe, the participant's name will appear on the LAWRRIS Expired Plan of Care (POC) Report.

T-200.3 Procedures

SC supervisor will:

- Review the SCA's internal POC Report daily and make sure that the annual waiver cases (including POCs) are processed and submitted to RO and/or DMC by the required timeframe.
- Submit the Annual POC packet (Demographic page Signature page Budget Worksheet & Flexible Schedule) to the DMC and a copy of the entire Annual POC packet to RO within fourteen (14) calendar days of POC Expiration Date.

NOTE: POC Expiration Date is the day after the POC End Date.

- Report to RO any waiver case that CANNOT be submitted within the required timeframe (Refer to Late POC Procedures).

NOTE: SC supervisor must indicate the reason why the POC is late.

RO will:

- Review the LAWRRIS Expired POC Report and follow-up with the SCA and/or DMC.
- Report invalid reasons for the expired POCs to SO.

RO and/or SO may:

- Issue notification of sanction to SCA as identified in the SC Performance Agreement.

T-300 Evacuation Tracking Form for Waiver Participants

This report must be completed on all waiver participants. This form must be updated monthly during Hurricane season or weekly during an emergency event or more frequently if identified by OAAS. During Hurricane season, this form must be sent electronically to RO on the 15th of every month (beginning June 15th through the end of November).

- If any changes to the participant's Emergency Plan have been identified during the monthly or quarterly contact, the SC must update the Evacuation Tracking Form to reflect this information.
- When an evacuation has occurred, the Evacuation Tracking Form must be completed and sent electronically to RO weekly (due every Friday) or more frequently if identified by OAAS until all evacuated participants have returned home.

T-400 Service Utilization Report

The Service Utilization Report provides a summary of service authorization and utilization. The actual report can be found at <http://util.statres.com>.

The report includes the following information:

- POC begin and end dates
- Rug score
- Budget cap
- POC approval date
- Encumbered and spent funds
- Balance of budgeted funds
- Last date page was edited
- All services prior authorized
- Procedure codes
- Prior authorization period
- Units of service authorized
- Budgeted funds for each service
- Quarterly summary of PAS service utilized

NOTE: When using the information from the quarterly summary of the report, caution should be taken for the information is only as accurate as the information entered by the PAS provider into the LAST system.

The SC will use the report when completing a POC revision and/or monitoring a participant's service utilization. When completing a POC Revision due to status change, provider change, service change (hour increase/decrease, add PERS, add/referral for Skilled Maintenance Therapies, etc.) and Environmental Accessibility Adaptation (EAA), the service utilization report provides service utilization information needed for continued planning.

Example: If John D. had requested funds to be encumbered for an EAA at the time of his annual POC of \$3,500.00, but after utilizing the EAA Basic Assessment and Approval, it was learned that he actually needed \$4,500.00 to get the necessary EAA, his SC needs to access the Service Utilization Report to determine if his budget maintains adequate funds for a POC Revision to be completed for the EAA's additional cost.