

STEPS TO MEDICAID HOME CARE

There are two home care options for people who meet Medicaid financial qualifications:

1. In the ***Home Attendant Vendor Program*** the City assigns an agency to provide home care for the number of hours that have been approved by the CASA office. The home care worker's tasks are determined by New York State regulation. The agency selects, screens, trains, and pays home attendants. It also provides backup if workers are ill or take vacation.
2. In the ***Consumer Directed Personal Assistance Program (CDPAP)***, caregivers recruit, select and train home care workers, called Personal Assistants. They, or someone they designate (other than the personal assistants) must be available on a daily basis. Caregivers must arrange for backup for their personal assistants and themselves as supervisors. CDPAP permits workers to perform a broader range of tasks, including the preparation and administration of medications, medical care and housekeeping. Personal Assistants may include neighbors, friends, or distant family members (excluding spouses, children or in-laws). Two agencies, CONCEPTS and Chinese American Planning Council, are contracted to handle payment, taxes and medical benefits for Personal Assistants. If a family chooses CDPAP, the CASA office must be informed during the application process and a separate CDPAP application needs to be submitted. See **Steps to CDPAP**.

Process of Application

To qualify for either of the above options, application must be made through the local Medicaid home care office called CASA (Community Alternative Systems Agency). The CASA office is assigned based on where the person with dementia lives (refer to the attached CASA list). Note: **Duplicate all forms and documentation submitted to the CASA. Original documents should not be sent.**

The patient's physician must legibly and accurately complete the enclosed M11Q (Medical Request for Home Care) based on a current medical exam. (See the "M11Q Tips" sheet for suggestions). The CASA uses the M11Q to determine a person's eligibility for home care and the number of hours needed. ***If the applicant already has Medicaid, an M11Q must still be filed, but a new Medicaid application is not required.***

The M11Q must be sent to the CASA, within thirty days of being completed by the doctor. A brief cover letter (see "Sample Cover Letter") should be attached indicating the name of the caregiver, the contact telephone number(s), and if Consumer Directed Personal Assistance Program is being requested. The M11Q and cover letter should be sent via ***certified mail return receipt requested*** to the attention of the intake unit at the local CASA office.

When the CASA office receives the M11Q, the following procedure is followed:

1. A nurse will call to make a home visit. Frequently, very short notice is given for the visit. A family member must be present to report the patient's functioning and level of need.
2. A caseworker will call to make a home visit to conduct a social assessment. A family member **must** also be present. The worker will take the completed Medicaid application documentation. If CDPAP is being considered, the caseworker should be informed.
3. M11Q, nursing and social assessments are evaluated by the Medical Review Team. The Medical Review Team may send a physician to evaluate the patient, particularly if high number of homecare hours is requested. Medicaid applications and documentation are evaluated by the Medicaid unit in the local CASA office.
4. When Medicaid and home care hours are approved, the Medical Review Team notifies the Vendor Assignment Unit, which assigns a home care agency based on geographic location. For CDPAP participants, CONCEPTS or Chinese American Planning Council will be notified. Written notice should verify Medicaid approval and hours of care. If notice is provided by telephone, request a written notice from the CASA caseworker.

Please Note: From the time the M11Q is submitted to the CASA office, the application process takes approximately two to three months. If the Medicaid application is complex, the process may take longer.