



MONTANA HEALTHCARE PROGRAMS NOTICE

August 22, 2022

Community First Choice and Personal Assistance Services Providers

Effective September 1, 2022

Supporting Documentation Record Request for Mountain Pacific Quality Health (MPQH) Annual Authorization

Effective September 1, 2022, Community First Choice and Personal Assistance Services (CFC/PAS) providers will be required to upload additional supporting documentation, such as previous Service Plans (SLTC-170/175) and/or case notes, in addition to the member's current Service Plan, as part of the MPQH Member Visit List record request.

The documentation should be uploaded to the [MT Drive on the Montana File Transfer Service](#) with the member's current Service Plan. The additional documentation request applies to members who are listed on the MPQH Member Visit List in the following circumstances:

- The agency has implemented a change in service authorization from MPQH's pre COVID-19 profile authorization; or
- The agency implemented a new COVID-19 Intake/Referral (new intakes between April 17, 2020 and December 31, 2021).

The requested documentation will ensure the MPQH nurses have adequate information to complete their annual authorization and assessments.

This notice also serves as a reminder that CFC/PAS provider agency amendment requests submitted to MPQH must follow the CFC/PAS 719 amendment policy. As outlined in the policy, a request for additional time must include a pre-review of the member's service utilization, provide details about the change in condition, and provide a detailed description of the service needs, that are within program scope, that have changed.

In addition, if the amendment request is based on a decrease prompted by the MPQH annual service authorization, the agency should provide specific details about ADL/IADL/HMA tasks that are not included in the current MPQH service authorization and/or how the current authorized time is unable to meet the member's ADL/IADL/HMA needs. The amendment should also include a pre-review of member's service utilization levels. An amendment that indicates *more time is needed*, *needs more help*, or *needs additional shifts* is not sufficient detail for MPQH to process the request.

Policy references can be found on the following manual sites:

- Self-Directed Policy Manual: [CFC - SD Policy Manual \(mt.gov\)](#)
- Agency-Based Policy Manual: [CFC Agency Based Policy Manual \(mt.gov\)](#)

Provider Training

There will be a CFC/PAS provider training to review this notice and provide more information on the CFC/PAS service authorization and amendment process.

Training Date: Monday, August 29, 2022, 10:00-11:30 AM

Training Link: You can request a training link from Abby Holm at abholm@mt.gov. The link will also be posted on the [Department's public meetings website, https://app.mt.gov/cal/html/event?eventCollectionCode=dphhs](https://app.mt.gov/cal/html/event?eventCollectionCode=dphhs).

Contact Information

If you have questions, please contact your Lead Regional Program Officer:

- Becky McAnally at Rebecca.McAnally@mt.gov or (406) 444-7781
- Mary Ann Madden at MMadden@mt.gov or (406) 454-6092