



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Jim Justice
Governor

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Bill J. Crouch
Cabinet Secretary

TO: All Personal Care Program Services Providers

FROM: Teresa McDonough, Program Manager 
Personal Care Program Services

DATE: January 11, 2018

RE: RN Initial Contact Form

Section 517.13.8 of the Personal Care Program Services Policy enacted on January 1, 2018 states the following:

517.13.8 Results of PAS Evaluation

APPROVAL

If the applicant or member meets the criteria for medical eligibility, the UMC will electronically issue an authorization for the approved service level to the selected Personal Care provider of record. The UMC will forward the authorization information to the claims payer. Once authorization is received from the UMC, the PC provider must complete the member's PC Assessment and PC POC, based on identified needs and member preferences, and initiate direct care services within 10 calendar days. When the PC agency receives the approval from the UMC, the PC agency RN must start to document actions on the RN Initial Contact Form.

After careful consideration, BMS has concluded that due to new work processes put into place regarding medical eligibility, the RN Initial Contact form is no longer necessary. Once the PC agency receives the approval from the UMC, the PC agency RN must conduct the initial member assessment and document the assessment on the approved member assessment form found at <http://dhhr.wv.gov/bms/Programs/PCS/Pages/Policy-and-Forms.aspx>.