Policy Revisions included in the January 2020 Edition of the CCSP and SOURCE Policy Manuals				
Revision Date	**Section**	**Description of Revision**	**Revision Type**	**Citation**
1/1/2020	**Section 1103.6 of the CCSP and SOURCE Adult Day Health Manual**	**Adds policy requiring facilities to maintain emergency information when leaving the facility unaccompanied.**	**Policy Clarification/ Update**	**DCH Policy**
1103.6 E Each facility will prepare and maintain a current emergency packet for each member that contains a copy of pertinent medical records, medication list and other important information that can be sent with the member during transport by EMS if leaving the facility unaccompanied				
1/1/2020	**Section 1104.4 of the CCSP and SOURCE Adult Day Health Manual**	**Adds policy regarding an additional training topic for staff**	**Policy Clarification/ Update**	**DCH Policy**
1104.4 K interpreting emergency situations that will improve access to needed immediate 911 help or access to the RN on staff				
1/1/2020	**Section 1203.5 and 1253.7 of the CCSP and SOURCE Alternative Living Services Manual**	**Adds policy requiring homes to maintain emergency information when leaving the facility unaccompanied.**	**Policy Clarification/ Update**	**DCH Policy**
1203.5 G / 1253.7 G8 Each home/facility will prepare and maintain a current emergency packet for each member that contains a copy of pertinent medical records, medication list and other important information that can be sent with the member during transport by EMS if leaving the home/facility unaccompanied.				
1/1/2020	**Section 1204.1 and 1254.2 of the CCSP and SOURCE Alternative Living Services Manual**	**Adds policy regarding an additional training topic for staff**	**Policy Clarification/ Update**	**DCH Policy**
1204.1 I / 1254.2 I Interpreting emergency situations that will improve access to needed immediate 911 help or access to the RN on staff				
1/1/2020	**Section 1407.1 of the CCSP and SOURCE Personal Support Services/Consumer Direction/Structured Family Caregiver Manual**	**Updates policy for the SFC provider to demonstrate their electronic data system and clarifies business plan requirements during the application process.**	**Policy Clarification/ Update**	**DCH Policy**
1407.1 a, b and c a. Refer to Part II Chapters 600-1000 Policies and Procedures for CCSP and SOURCE General Services Manual 601.3 (Expansion Procedures for Active CCSP and SOURCE Medicaid Providers) for service application requirements. See 1407.8 #3 below. b. Initial and expansion applicants for SFC should refer to Appendix HH 'business plan' requirements in Part II Chapters 600-1000 Policies and Procedures for CCSP and Source General Services Manual. c. A business plan submission must contain information on the provider's sample member admission packet with items related to Part II Chapters 600-1000 Policies and Procedures for CCSP and SOURCE General Services Manual 601.1 I 1-7, 9-11, 14-18 and 19-23. A review of the provider's sample member admission packet by DCH will be required for service approval. The provider's member packet becomes a part of the clinical record, Section 606.4 Policies and Procedures for CCSP and SOURCE General Services Manual			

1/1/2020	**Section 1407.4 of the CCSP and SOURCE Personal Support Services/Consumer Direction/Structured Family Caregiver Manual**	**Clarifies policy for employed live-in family caregivers requesting the SFC service**	**Policy Clarification/ Update**	**DCH Policy**

1407.4 NOTE

The service is designed to support live-in family caregivers unable to work outside of the home because of caregiving responsibilities. Working family caregivers (working out of the home where caregiver duties are performed or running a business in the home) and non-family caregivers are not eligible to receive the SFC service option and will be assisted in selection of a traditional PSS agency or use of consumer-directed PSS.

1/1/2020	**Section 1602.6 of the CCSP and Source Emergency Response System Manual**	**Updates policy regarding member non-compliance with transmitter testing.**	**Policy Clarification/ Update**	**DCH Policy**

1602.6 3 + 4 a

3) Should alternate methods to locate the member fail, the ERS provider agency contacts the care coordinator within 24 hours. The provider informs the care coordinator of the agency's inability to contact the member and sends the EDWP Notification Form documenting this communication to the care coordinator within three business days.

a. Case Management follows up with the member and reports back to the provider the attempts to have the member test the transmitter.

4) If the ERS provider agency is unable to reach the member for two consecutive months, the ERS provider and case management collaborate to assess the member's continued need and use of the ERS.
a. The provider is to be paid for month 3 of service but is to alert the member in writing after 60 days of non-compliance that a discharge will occur for failure to test by the 90th day.

1/1/2020	**Section 1904 B6 of the CCSP and Source Skilled Nursing Services by Private Home Care Providers**	**Clarifies policy regarding the Appendix H frequency.**	**Policy Clarification/ Update**	**DCH Policy**

1904 B6

6. The Appendix H – RN Nursing Visit Form completed at each service/care plan update that is conducted by the RN, at least every 62 days, with a copy of the completed form sent to the member's waiver case manager and the original maintained in the member's clinical record. Rev 7/2018, 1/2020

1/1/2020	**Section 601.2A**	**Removes reference to certificate of completion requirements for information session.**	**Policy Clarification/ Update**	**DCH Policy**
1/1/2020	**Section 602.1**	**Adds policy regarding failure to report critical incidents**	**Policy Clarification/ Update**	**DCH Policy**

602.1 B Reasons for suspending referrals

Failure to comply with online critical incident reporting procedures

1/1/2020	**Section 606.20 A**	**Clarifies policy regarding use of the CCNF/MIF, now called the EDWP Notification Form**	**Policy Clarification/ Update**	**DCH Policy**
1/1/2020	**Section 606.7B #3**	**Clarifies policy regarding discharge of members**	**Policy Clarification/ Update**	**DCH Policy**

606.7 B#3

0Tmember exhibits and/or allows illegal behavior in the home or member or others living in the home have inflicted or threatened bodily harm within the past 30 calendar days.

1/1/2020	**Section 901 F**	**Clarifies policy regarding hospice services for ALS/PCH and SFC members**	**Policy Clarification/ Update**	**DCH Policy**
901 F * 0T*EXCEPTION ALS: A CCSP AND SOURCE member receiving hospice services in a private home can choose/coordinate his/her own placement into a personal care home or accept hospice services after already residing in the ALS. The hospice agency does not coordinate the placement/services for the benefit of the agency. The hospice agency will continue to assume full responsibility for the professional management of the individual's hospice care in accordance with the hospice Conditions of Participation. (Rev. 7/2015, 1/2020)				
1/1/2020	**Section 1008 C**	**Removes reference to the billing inquiry form**	**Policy Clarification/ Update**	**DCH Policy**
1/1/2020	**Appendix A**	**References to Appendix A have been removed. The AAA consult form is now Appendix Y**	**Policy Clarification/ Update**	**DCH Policy**
1/1/2020	**Appendix I**	**Combined the CCNF/CCSP and MIF/SOURCE and renamed it EDWP Notification Form**	**Policy Clarification/ Update**	**DCH Policy**
1/1/2020	**Appendix GG**	**Updates case management to include RN licensure need and removes reference to certificate of completion requirements for information session.**	**Policy Clarification/ Update**	**DCH Policy**