

STATE OF ALASKA DEPARTMENT OF HEALTH & SOCIAL SERVICES SENIOR AND DISABILITIES SERVICES POLICY & PROCEDURE MANUAL	SECTION: PCA Program	Number: 10-4	Page: 1
	SUBJECT: Fair Hearing Prior Authorization Effective Notice Dates for the PCA Program		
	APPROVED: /s/ Rod Moline		DATE: 2/12/07
	<i>RENUMBERED POLICY 2007-4</i>		

POLICY:

1) If a consumer agrees to resolve a fair hearing, the prior authorization effective date will be the date the personal care agency is notified of the pre-hearing adjusted hours.

Exception:

An initial application for PCA services that is denied based on the most recent Consumer Assessment Tool but that denial is overturned at the pre-hearing will have a prior authorization effective date as the date the CAT was received by SDS.

An initial application for PCA services that is denied may be overturned at the prehearing based on specific changes in the consumer's condition (e.g. stroke) that occur between the time of the assessment and the time of the hearing. The specific change must be substantiated by medical documentation and the prior authorization effective date will be the date of the documented change.

2) If a consumer withdraws a request for a fair hearing, the prior authorization effective date is the date SDS notifies the personal care agency about the request to withdraw.

PROCEDURE:

1) Resolutions: The personal care agency shall be notified by the SDS representative who participated in the pre-hearing/fair hearing no later than two business days after the conclusion of the pre-hearing/fair hearing.

2) A representative from Health Care Services (HCS) or First Health is notified when a consumer withdraws from the fair hearing process. HCS or First Health shall inform SDS of the withdrawal within two business days. The provider agency should be notified through e-mail by the SDS representative who manages prior authorizations no later than two business days after notice from HCS or First Health of the notice of withdrawal.

This policy will be effective as of date signed and replaces Policy 2007-4 dated February 12, 2007.