



Aging Technical Assistance Bulletin

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Subject: ADULT PROTECTIVE SERVICES (APS) PAYMENT REQUIREMENTS

To: Pennsylvania Department of Aging
Area Agencies on Aging
Pennsylvania Association of Area Agencies on Aging
Pennsylvania Council on Aging

From:


Teresa Osborne
Secretary

Purpose: The purpose of this Aging Technical Assistance Bulletin is to provide APS RON payment clarification to the network.

Background: APD 15-24-01 (dated March 26, 2015) and APS documentation instructions outline that Area Agencies on Aging (AAA) will receive payment for the intake, documentation, and referral of RONs for individuals under 60 years of age taken on or after April 1, 2015, and specific information must be entered into SAMS in order to receive the payment.

Directives: The Pennsylvania Department of Aging (PDA) has begun creating and processing invoices to ensure that payment for APS RONs is received by the AAAs. These invoices will be created by PDA based on reports developed by PDA.

In order for the report to capture all service deliveries completed by each AAA, it is essential that the daily unit calendar be utilized in every APS service delivery. If any invoices have been created in SAMS by an AAA for APS RON payment, the AAA must remove/delete these invoices. PDA is responsible for creating the invoices as part of the payment assurance process.

PDA will process payment for every APS RON received for the time frame of April 1, 2015 through May 31, 2018. Beginning June 1, 2018, PDA will only approve payment for APS RONs received that meet the minimum basic intake requirements. Attached is a checklist (Appendix D) that each agency should utilize in order to meet all requirements for payment. In addition, the Long Term Living Training Institute has a webinar available that provides direction regarding APS documentation requirements. The webinar is located under the Protective Services folder within the course catalog. The SAMS report titled, "APS RON Missing Responses", should be utilized to identify data missing from each RON. The report is to be run on a weekly basis and updates made to the RON(s).

Starting July 16, 2018, every AAA will receive two (2) monthly reports for the previous month's RONs: APS RON Error Report and APS RON Approved to Invoice Report. Reports will be posted in each AAA's folder (AAAFTPXX) on the secure FTP site on the 15th of each month or the next business day if the 15th falls on a weekend or holiday. Notification will be provided each month when the reports are available. The APS RON Approved to Invoice Report provides a listing of all APS RONs for which the AAA will receive payment with no further action needed. If an AAA receives the APS RON Error Report, errors noted on the report must be corrected within thirty (30) days so that payment can be processed during the next month. If no corrections are made to the errors within that time frame, payment will not be processed. If an AAA does not receive an APS RON Approved to Invoice Report, there were no RONs approved for payment for that time period. If an AAA does not receive the APS RON Error Report, there were no errors found, and no action is needed. Payment will occur on a quarterly basis.

On occasion, two or more RONs may be received for the same consumer within the same day. If one RON is received during business hours (\$25.00) and one is received after business hours (\$35.00), the current service delivery cost function will only allow one price to be added. To resolve this issue, a separate service, Report of Need (Non-working hours) has been created in SAMS for any RON entered after normal business hours (8:00 am-5:00 pm Monday-Friday) and holidays. This will allow the agency to create a separate RON service delivery within the same month when the RONs received have different allowable costs. This new service is now available for use, and should be used for all RONs received outside of normal business hours. The costs will populate based on the service selected. This service may also be used when correcting service delivery errors appearing on the monthly APS RON Error Report.

Attachments: *APS Report of Need Payment Checklist (Appendix D)*

APS Appendix D: APS RON Payment Checklist

1. Open SAMS database

2. Register consumer.

a. Default agency is where alleged victim resides.	
b. AAA is provider.	

3. Create Care Enrollments

a. Create APS Care Enrollment.	
b. Confirm Non-Caremanaged Care Enrollment is active.	
b. Leave care enrollments active.	

4. Create RON

a. Agency is AAA receiving RON (intake AAA).	
b. Provider is AAA receiving RON (intake AAA).	
c. Categorize as "No need for PS"	
d. <u>Essential Information to obtain before referring to Liberty:</u> <ul style="list-style-type: none"> i. RON Date and Time (1.A.1 & 1.A.2) ii. Name of consumer(1.A.4&1.A.5) iii. Consumers' address (1.C.2 &1.C4) iv. DOB or indicated age range (1.B.3 or 1.B.4) v. Current location of consumer (2.A.14) vi. Detailed description of allegations (2.A.1) vii. Mandated Reporter information (3.A.3) viii. Agencies notified (4.B.5) 	

5. Create Service Delivery

a. Link to APS Care Enrollment	
b. Agency is AAA receiving RON (intake AAA).	
c. Provider is AAA receiving RON (intake AAA).	
Service <ul style="list-style-type: none"> i. Report of Need- for RONs taken between 8:00 AM-5:00 PM Monday through Friday. ii. Report of Need (Non-working hours)- for RONs taken after 5:00 PM and before 8:00 AM Monday through Friday, weekends, and Federal holidays 	
d. Service Month/Year is month and year that the RON was received.	
e. Topics: <ul style="list-style-type: none"> i. Mandatory or Voluntary ii. Topic Date: Date RON was received iii. Topic Time: Time needed to complete RON iv. Outcome: "Referred to Non-Aging Agency for Service" 	
f. Unit Price <ul style="list-style-type: none"> i. Populates as \$25.00 for Report of Need service ii. Populates as \$35.00 for Report of Need (Non-working hours) service. 	
g. Daily Unit Calendar: (required) <ul style="list-style-type: none"> i. Enter number of reports received per day on calendar (Must match the RON date - 1.A.1). 	

NOTE: **The following dates must match the date the RON was received:

- RON Received date (1.A.1)
- Daily Unit Calendar
- Topic Date

*****The RON Agency, Service Delivery Agency, and Service Delivery Provider must be the same AAA.**

6. Referring RON

<p>a. Notify Liberty IMMEDIATELY once the RON is received, entered into SAMS and service delivery is completed. Immediate notification is required on weekends, holidays, and after regular business hours.</p>
<p>b. Notification by email (aps_ron@libertyhealth.com) should contain:</p> <ul style="list-style-type: none">a. SAMS ID#b. Consumer's Initialsc. DOBd. County
<p>c. The person, at the AAA, receiving the report is still responsible for informing providers, such as nursing facilities, personal care homes, or home care agencies, of general and additional reporting requirements (see §§15.151-15.152). (Liberty is responsible for notifying licensing.)</p> <p><u>Act 70 (APS) Reporting Requirements:</u> The AAA must remind providers of their mandatory reporting requirements. Oral reports should be made by calling 717-265-7887, Option 3.</p> <p>Providers may fax or e-mail mandatory abuse written reports within 48 hours directly to Liberty. The AAA should give the following information to providers:</p> <ul style="list-style-type: none">1. Fax: (484) 434-15902. E-mail: mandatoryron@libertyhealth.com <p><u>OAPSA Reporting Requirements:</u> If an allegation of suspected abuse comes from a facility mandated under OAPSA and is one of the four serious abuse types (serious injury, serious bodily injury, sexual abuse, or suspicious death), the facility must also follow OAPSA reporting requirements. The AAA should instruct the facility to make an oral report (717-265-7887 Option 2) to PDA and submit the mandatory abuse written report to the AAA. The AAA is responsible for providing the mandatory abuse written report to PDA (see §15.153).</p>
<p>d. AAA must notify Ombudsman for any voluntary or mandatory Under 60 reports received for an adult residing in a licensed <i>facility</i> (as defined by OAPSA).</p>
<p>e. If an immediate threat or emergent life threatening situation is reported, the AAA must contact 911. A referral to Liberty will occur after the AAA calls 911. The AAA must call 888-243-6561 for RONs that require immediate assistance from Liberty.</p>
<p>f. Do NOT redact any information in RON.</p>
<p>g. Do NOT terminate care enrollments.</p>
<p>h. There is no reason to access the APS case once referred to Liberty. If correspondence or a request for information is received, refer to Liberty. General correspondence about APS should be referred to 717-736-7116. Inquiries regarding specific cases should be directed to the appropriate Regional Manager or Supervisor.</p>