SENIOR & LONG TERM CARE DIVISION
COMMUNITY SERVICES BUREAU

COMMUNITY FIRST CHOICE Policy Manual	**Section: FORMS**
	Subject: Agency Based Skills Acquisition Endorsement SLTC-215

PURPOSE

Community First Choice (CFC) seeks to increase the independence of those served through the provision of skill acquisition services. This service is available to assist the member in acquiring the skills necessary to independently accomplish activities of daily living, and instrumental activities of daily living.

A critical component in the authorization of skill acquisition service is the role of the Skill Acquisition Advocate. The Skill Acquisition Advocate is responsible for working with the member and provider agency to determine whether the member will be able to achieve independence in performing a task within the timeframe specified to be eligible to receive CFC skill acquisition service (i.e. 90 days or less). The Skill Acquisition Endorsement form (SLTC-215) is a letter that documents the skill acquisition advocate's indication that the member, with the additional support provided by a personal care attendant performing skill acquisition service, will be able to achieve independence in performing the skill.

PARAMETERS

1. The provider agency must work with the member and a Skill Acquisition Advocate to determine whether the member can meet achieve independence in performing the skill within the following parameters:
    a. Maximum number of hours authorized for the acquisition of a skill may not exceed twenty-five hours;
    b. Maximum length of time over which the twenty-five hours may be used is three months;
    c. Provider must be able to develop a schedule of how to implement skill acquisition on a bi-weekly basis to achieve independence in performing skill within the specified timeframe;
    d. Member demonstrates the physical and mental capabilities necessary to learn skills to independently perform an ADL or IADL task.

e. Reasonable expectation that the member will acquire the skill.

2. The provider agency should work with the member and Skill Acquisition Advocate prior to completing the Skill Endorsement form to determine the appropriateness of making a referral of the member for skill acquisition services.

FORM INSTRUCTIONS

1. The provider agency is responsible for completing the following sections of the form and sending or faxing the form to the Skill Acquisition Advocate:

   To: Identify the name of the Skill Acquisition Advocate

   Agency/Contact Name: Identify the CFC/PAS provider agency name

   Individual Name/Date of Birth: Identify the Member

   Phone #: Identify the CFC/PAS provider agency phone number

   Medicaid ID: Identify the member's Medicaid ID

   Fax #: Identify the CFC/PAS provider agency's fax number

   The goal that has been identified by the individual is: In this section the CFC/PAS provider agency should list the task that the member plans to learn and achieve independence in performing.

   The skills the individual wishes to require: Provide specific details of the steps and skill necessary for the member to acquire independence in the tasks.

2. The Skill Acquisition Advocate is responsible for completing the bottom half of the form including:

    - Mark boxes indicating the types of assistance that will support the individual in achieving independence with the task;

    - Listing additional recommendations regarding the techniques a personal care attendant should perform to support the member in acquiring the skill;

    - Signing and dating the form; and

    - Faxing the form back to the provider agency.

3. Once the form is returned to the provider the provider agency must obtain the member/PR signature and date.

4. Once the form is filled out and signed by the Skill Acquisition Advocate and Member/PR the form must be faxed to MPQH along with the Service Plan.

5. MPQH has ten working days to process the amendment request. The amendment will be returned with either an “A” for authorized, indicating the task has been authorized and the provider agency is authorized to implement the skill acquisition service, or a denial of the amendment.

    a. Once MPQH authorizes the service the provider agency must complete the Skills Acquisition/Training Plan (SLTC-216) prior to implementing the service.

6. Distribution: The provider agency must maintain a copy of the Skill Acquisition Endorsement form and provide a copy to the member.