



## SENIOR & LONG TERM CARE DIVISION COMMUNITY SERVICES BUREAU

**COMMUNITY FIRST CHOICE  
Policy Manual**

**Section: SERVICE REQUIREMENTS**

**Subject: Member Capacity and Compliance**

*Reference: 37.40.1006*

### **PURPOSE**

Self-directed (SD) Community First Choice and Personal Assistance Services (CFC/PAS) are services provided to Medicaid members who have the capacity and choose to take the responsibility or have a Personal Representative (PR) take the responsibility to direct CFC/PAS services. This policy addresses the process to determine whether a member meets capacity and the role of the provider agency to assess and establish whether a member is able and willing to meet the requirements of the program.

### **PROCEDURE**

1. In order to ensure a member or PR is able to fulfill the requirements of the SD CFC/PAS program a member, or their PR, must pass a capacity assessment conducted by Mountain Pacific Quality Health (MPQH). The capacity is a standard assessment to determine whether the member understands the basic parameters of the SD program and has a plan to find and train attendants.
2. MPQH automatically conducts a capacity assessment on all SD CFC/PAS referrals and re-assesses capacity on an annual basis.
3. The SD CFC/PAS provider agency is responsible for ensuring that the member participating in the SD CFC/PAS program maintains the capacity to direct their care; understands the requirements of the program; is willing and able to take on the responsibilities of the SD CFC/PAS program; and complies with program parameters.
4. If the SD provider agency identifies that a member or PR capacity has changed the provider agency must complete the Service Plan form (SLTC-175), mark the box "other" and request in the "comments" box a re-screen of the member/PR's capacity.
5. If the member/PR is unable or unwilling to comply with the program parameters it is the provider agency's responsibility to identify and document the issues. If the problem persists the provider agency must complete the SD Program Compliance Tool (refer to SD-CFC/PAS 919).

		<b>SD-CFC/PAS 722</b>
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6. If a member/PR is unable to come into compliance with the SD program parameters the Department may take further action.