



TO: Connecticut Home Care Program for Elders Service Providers, Acquired Brain Injury Waiver, Home Health Agencies, Personal Care Waiver, Autism Waiver and Access Agencies

RE: Personal Care Assistant Waiver Provider Enrollment Opportunity

Effective for dates of service October 1, 2019 and forward, three new services have been added to the Personal Care Services Waiver:

- Agency-based personal care assistance services
- Mental health counseling
- Adult day health

Effective immediately, provider agencies that employ personal care assistants may enroll as Personal Care Assistance (PCA) Waiver service providers.

Personal Care Services

1021Z - Personal Care Services; Per 15 Minutes

Effective immediately, home health agencies or other providers who employ Masters Level Licensed Clinical Social Workers or Masters Level Licensed Professional Counselors (LCSW or LPC) may enroll as a PCA Waiver service provider to provide mental health counseling.

Mental Health Counseling

1247Z - Mental Health Counseling – Individual - (Provided In Client's Home)

1256Z - Mental Health Counseling – Individual

(45 - 50 Min) Out of Home/Mental Health Counseling-Individual (45-50 Min) - Out Of Home

Effective immediately, adult day health providers may enroll as PCA Waiver service providers.

Adult Day Health

1200Z - Adult Day Health - Full Day (Non-Medical Model Provider)

1201Z - Adult Day Health - Full Day (Approved Medical Model Provider)

1202Z - Adult Day Health - Half Day (Less Than or Equal To 4 Hrs)

Providers must enroll online via the enrollment Wizard on the www.ctdssmap.com Web site as a Personal Care Services Provider and a PCA Service Provider under Provider Specialty. Providers are encouraged to read all instructions prior to proceeding with the online enrollment process. Providers should gather all data required prior to beginning the enrollment process, as an incomplete application cannot be saved. In addition, an application remaining idle for more than 20 minutes will disconnect the provider from the enrollment Wizard.

Once the online application is submitted, providers should take note of the Application Tracking Number (ATN). The ATN will allow providers to track the status of their enrollment application by selecting “Provider Enrollment Tracking” from the provider main menu on the www.ctdssmap.com Web site Home page.

Provider Credentialing

Allied Community Resources is responsible for credentialing service providers. The credentialing letter is required to be submitted to DXC Technology to complete the enrollment process.



Companion and Homemaker Agencies are required to be registered with the Department of Consumer Protection.

Adult day health centers must be certified by the Connecticut Association of Adult Day Centers.

Home health agencies must be licensed by the Department of Public Health and meet the requirements for participation in Medicare.

Successfully enrolled providers will receive both a Welcome and PIN letter in order to set up their secure Web account for the PCA Waiver. The setup of a secure Web account allows the provider access to multiple on-line functionalities to maintain an updated enrolled provider file, in addition to multiple functionalities to support successful claim submission.

Providers may begin billing for dates of service starting October 1, 2019 and forward once their provider enrollment has been completed.

Personal care assistance services are Electronic Visit Verification (EVV) mandated. Providers must enter personal care assistance services for dates of service October 1, 2019 into their Sandata database prior to billing claims for dates of service October 1, 2019 and forward via the Sandata system.

Providers are encouraged to refer to the “Billing Rates” document available on www.ctdssmap.com Web site. From the Home page, click on “Electronic Visit Verification” then “New Provider Information” then “Welcome Kit” then “Billing Rates” for assistance in updating their usual and customary rates in their Santrax system. The document may also be accessed by clicking on the link below:

[EVV Billing Rates](#)

For further assistance, please contact the DXC Technology EVV mail box at Ctevv@dxc.com.

Please contact Kathy Bruni, Director, Community Options at (860) 424-5177 with any questions.