

## **How to Set up Monthly Attendant Care Hours (CNA)**

### **Limits for Children in POC**

School & Summer months

*(updated 6/15/17)*

eXPRS Plan of Care (POC) uses the POC **Monthly Assessed Attendant Care** hours limits to ensure that services authorized & billed **do not exceed** the amount of attendant care services available to the individual, per their assessed level of need for a given month.

For children receiving in-home supports and who have a Children's Needs Assessment (CNA) completed, the child's monthly hours of attendant care services are broken into specific amounts for specific date ranges that align with school months and non-school (summer) months.

To ensure that billings are not allowed to exceed that assessed service level limit, it is important to set up those Monthly Attendant Care Hours limits in POCs for children appropriately so the correct monthly hours limits align with the hours allocated for school & summer months.

***It is not appropriate practice to simply use the highest number of monthly assessed hours (eg: the summer monthly limit), or to add the school month and summer month hours together, then entering that total number as a single monthly limit of hours for the entire POC for children. This could potentially allow more service to be authorized/provided/billed than what is determined as the child's assessed service need.***

This guide will outline an example on how to set up the Monthly Assessed Attendant Care hours limit by date range for children.

#### **Example of Child's Assessment Summary:**

- The monthly assessed hours for school months (Sep – May) = **44**
- The monthly assessed hours for summer months (Jun – Aug) = **56**

In Home Needs Summary - Children			
Name of Individual	First Last	Date of Birth	mm/dd/yyyy
Date of Assessment	11/17/2015	Age	# yrs old
	Assessed Hours	2:1 Review?	
	Per Day		
ADL/IADL Hourly Supports	0.34	No	
Behavior Hourly Supports	0.87	No	
Medical & Safety Hourly Supports	0.24	No	
Nighttime Hourly Supports	0.00	No	
		Total Approved 2:1	
Daily Average Attendant Care Hours (Sept - May)	1.45		
Monthly Attendant Care Hours (Sept - May)	44.00		
Daily Average Attendant Care Hours (June - Aug)	1.82		
Monthly Attendant Care Hours (June - Aug)	56.00		
2:1 hours included in the totals shown on this line may be used ONLY for a second caregiver working during the Attendant care hours shown above, for provision of supports			
	44.00	Total Approved Monthly Attendant Care hours, inclusive of 2:1 (June - Aug)	56.00

The corresponding POC for this CNA example would look as shown below:

View Plan of Care								
Plan Id: 72****9	Plan Dates: 1/1/2016 - 12/31/2016							
Client Name: First Last	Client Prime: xyz0000a							
Plan Total: \$10,930.00	Plan Status: Accepted		<a href="#">Print</a>					
Monthly Assessed Attendant Care/Skills Training Hours								
Dates	Hour Limit							
1/1/2016 - 5/31/2016	44.00							
6/1/2016 - 8/31/2016	56.00							
9/1/2016 - 12/31/2016	44.00							
<div style="border: 1px solid pink; border-radius: 50%; padding: 10px; display: inline-block;"> Hours &amp; Date ranges align with what is outlined on the CNA Summary </div>								
CDDP(s)								
PA Adj #	Provider	Auth Dates	Status					
33****6	X County Case Management Provider	7/1/2015 -	Accepted					
Attachments								
Plan Details								
SE	Procedure	Modifier	Units	Dates				
151	OR526 - Attendant Care, home or comm	NA	44.00 Hours per Month	1/1/2016 - 5/31/2016				
Auth Id	Provider	Units	Rate	Pay To Provider	Dates	Review?	Allocation	Status
72****3	PSW Provider	44.00	\$14.00	TNT Fiscal Intermediary Services Inc	1/1/2016 - 3/31/2016	Yes	\$1,848.00	Accepted
90****0	PSW Provider	44.00	\$14.00	TNT Fiscal Intermediary Services Inc	4/15/2016 - 5/31/2016	Yes	\$1,232.00	Accepted
151	OR526 - Attendant Care, home or comm	NA	56.00 Hours per Month	6/1/2016 - 8/31/2016				
Auth Id	Provider	Units	Rate	Pay To Provider	Dates	Review?	Allocation	Status
72****6	PSW Provider	56.00	\$14.00	TNT Fiscal Intermediary Services Inc	6/1/2016 - 8/31/2016	Yes	\$2,352.00	Accepted
151	OR526 - Attendant Care, home or comm	NA	44.00 Hours per Month	9/1/2016 - 12/31/2016				
Auth Id	Provider	Units	Rate	Pay To Provider	Dates	Review?	Allocation	Status
72****1	PSW Provider	44.00	\$14.00	TNT Fiscal Intermediary Services Inc	9/1/2016 - 12/15/2016	Yes	\$2,464.00	Accepted
12****7	PSW Provider	44.00	\$14.00	Public Partnerships LLC FMAS	12/16/2016 - 12/31/2016	Yes	\$616.00	Accepted
151	OR560 - FI Services	NA	1.00 per Month, Fullrate		1/1/2016 - 12/31/2016			
<a href="#">Edit</a> <a href="#">Copy</a>								

If updates or corrections to the Monthly Assessed Attendant Care Hours limit is needed on an existing POC, please see the assistance guide “[How to Adjust the ANA/CNA Monthly Hours Limits in POC](#)” for detailed instructions.