

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health Care Finance

Office of the Senior Deputy Director



Transmittal No. 14-19

TO: Healthcare Providers of the District of Columbia's Medicaid Program

FROM: Claudia Schlosberg, J.D. 
Interim Senior Deputy Director & State Medicaid Director

DATE: **APR 11 2014**

SUBJECT: **Instructions for Submitting Transfer Cases to Eligible Providers**

The Department of Health Care Finance (DHCF) has developed a tool to track beneficiaries for which your agency will continue to offer Personal Care Aide (PCA) service and for those beneficiaries your agency will transfer out to other eligible providers. The information is needed to ensure continuity of care and to expedite the transfer of the affected beneficiaries. The tool is in the form of a spreadsheet and contains required fields that must be filled in by Outgoing (Transferring) Providers.

Due to the urgency and importance of maintaining an accurate and efficient database for the affected District Medicaid beneficiaries, DHCF Long Term Care Administration (LTCA) has created an e-mail for all providers whose PCA payments have been suspended due to recent FBI investigations. This email should be used to forward completed spreadsheets to DHCF **on a daily basis** as follows:

- Populate the spreadsheet attached with information provided on the transfer form and send to dhcf.pcapaymentsuspension@dc.gov daily.
- Submit the inter-agency transfer forms with every daily report along with the attached spreadsheet

It is also important that all columns of the spreadsheet are completed including the date the service(s) ended.

Please contact your assigned lead for assistance with EPD Waiver beneficiaries. If assistance is needed for affected state plan beneficiaries please contact James Brannum at 202 442-5986 or via email at James.Brannum2@dc.gov.

Attachment