

# MassHealth Personal Care Attendant (PCA) Program

## OVERTIME REQUEST FORM



THE COMMONWEALTH OF MASSACHUSETTS  
Executive Office of Health And Human Services

### CONSUMER INFORMATION

Consumer Name

Date of Birth

MassHealth ID Number

Consumer Fiscal Intermediary ID Number (if known)

Consumer Phone Number

Consumer Address

Surrogate Name (if applicable)

Surrogate Phone (if applicable)

### PERSONAL CARE ATTENDANT PROVIDER INFORMATION

PCA Name

PCA Unique Identifier Number

PCA Address

PCA Phone Number

### REQUEST AUTHORIZATION TYPE

Please select the reason below that best explains why the PCA must work in excess of 10 hours of overtime per week (**select only one**). PCAs are limited to working no greater than 66 hours per week, unless the Consumer has obtained a Temporary Authorization. Consumers cannot obtain a Continuity of Care Authorization if their PCA works greater than 66 hours per week.

Temporary Authorization (Go to **SECTION A**)

Continuity of Care Authorization (Go to **SECTION B**)

### SECTION A: TEMPORARY AUTHORIZATION

**Temporary Authorization** requests will be approved when one or more of the following circumstances are present:

- I need more time to hire additional PCAs (please check one).
- Placed multiple ads/used multiple resources for seeking PCAs, but received no responses, including that the consumer registered on the rewarding work website and is using that website to try to recruit PCAs
  - Interviewed multiple PCAs but no PCA would accept the position
  - The PCA I hired did not remain in my employment because PCA could not attain basic knowledge to safely carry out the PCA assigned tasks
  - The PCA left employment suddenly
  - My PCA works greater than 66 hours per week and I need time to hire additional PCAs.
- I will be traveling and it is not possible to bring more than one PCA
- One or more of my PCA's needs to take a short-term leave in their schedule for one of the following reasons (please check one):
- In school; temporarily absent due to school breaks
  - Family leave
  - Maternity leave
  - Sick leave
- I have a temporary need for my PCA to work in excess of 10 hours of overtime per week that is not listed above. Please describe the circumstance:

**SECTION B: CONTINUITY OF CARE AUTHORIZATION**

**Continuity of Care Authorization** requests will be approved for your Prior Authorization period when one or more of the below circumstances are present:

I have complex medical needs that require the specialized skills of a specific PCA. Please describe the circumstance:

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I have another circumstance that makes it difficult for me to hire additional PCAs. Please describe this circumstance:

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Please explain the progress you are making towards hiring additional PCAs and meeting the scheduling requirement, if applicable (must include registration on the Rewarding Work website):

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I am receiving Hospice care

My PCA has worked with me for 5 or more years.

My PCA lives with me, and is the only PCA working for me and I am approved for 50 to up to 66 hours of PCA services per week.

In order to qualify for this exception, the consumer must present documentation proving that the consumer and PCA live together. The required documents must include physical address and not a P.O. Box.

Consumers must include a minimum of two of the following documents. The documents that you include must have the PCA's name and address. (select and attach both to this document)

Gas/Oil bill - no older than three months

Water bill - no older than three months

Electric bill - no older than three months

Cable TV bill - no older than three months

Phone bill - no older than three months

Current homeowner's or renter's insurance certificate

Current automobile insurance certificate

Vehicle registration title

Voter registration card

Property tax bill or receipt

Residential rental contract (apartment lease or other rental of real property or original and signed verification letter from landlord)

Driver's license or state-issued identification

Change of address confirmation from U.S. Postal Service

Other form or documentation that contains information identifying the PCA's name and residence

*Check if both forms of identification are "Other"*

**ATTESTATION ORIGINAL SIGNATURES REQUIRED**

**CONSUMER/SURROGATE**

I certify that I have reviewed and confirm that the information contained herein is true and accurate. I understand that falsification, omission, or concealment of any material fact contained herein may result in the determination that I require a surrogate to manage my PCA services. I understand that I may also be subject to civil penalties or criminal prosecution for any falsification, omission, or concealment of any material fact contained herein. This documentation will be retained by my PCM Agency in my record and in the event of an audit, the MassHealth agency may at its discretion request any and all medical records of MassHealth Consumers corresponding to, or documenting the services claimed, in accordance with 130 CMR 422.000 and 130 CMR 450.204 and 450.205.

I WILL NOTIFY MY FISCAL INTERMEDIARY IMMEDIATELY IF I HIRE ADDITIONAL PERSONAL CARE ATTENDANTS OR IF MY LIVING CIRCUMSTANCES CHANGE.

Consumer Signature \_\_\_\_\_ Date    /    /

Surrogate Signature (if applicable) \_\_\_\_\_ Date    /    /

**PERSONAL CARE ATTENDANT**

I certify that I have reviewed and confirm that the information contained herein is true and accurate. I understand that I may be subject to civil penalties or criminal prosecution for any falsification, omission, or concealment of any material fact contained herein. This documentation will be retained by the PCM Agency in the consumer's record and in the event of an audit, the MassHealth agency may at its discretion request any and all medical records of MassHealth consumers corresponding to, or documenting the services claimed, in accordance with 130 CMR 422.000 and 130 CMR 450.204 and 450.205.

PCA Provider Signature \_\_\_\_\_ Date    /    /

**PERSONAL CARE MANAGEMENT AGENCY (TO BE COMPLETED BY THE PCM AGENCY ONLY)**

I certify, to the best of my knowledge, that the information on this form is true, accurate, and complete.

PCM Agency Name **Tempus Unlimited, Inc./Community Service Program**

PCM Agency Signature \_\_\_\_\_ Date    /    /

PCM Agency, select one of the following: consumer is in:  FFS     SCO     One Care

If SCO or One Care is checked, fill in:

Approved number of hours per week (day/eve plus night) \_\_\_\_\_ Approval Start Date    /    /    End Date    /    /

Consumer Prior Authorization Number: \_\_\_\_\_

## INSTRUCTIONS FOR FILLING OUT AND SUBMITTING THE OVERTIME REQUEST FORM

### INSTRUCTIONS FOR FILLING OUT AND SUBMITTING THIS FORM

You, the consumer or surrogate, if applicable, must fill out this form and make copies of any required documentation. To request assistance in filling out this form, contact your PCM Agency. Submit this form and required documentation to your PCM Agency.

### CONSUMER INFORMATION

Fill in your information to include your name, address, phone number, MassHealth ID number, consumer fiscal intermediary ID number (if known), date of birth. If you have a surrogate, include your surrogate's name and phone number.

### PERSONAL CARE ATTENDANT INFORMATION

Fill in your PCA's information to include name, address, phone number, and PCA Unique Identifier Number, located on your PCA's Activity Sheet. If you do not know your PCA's Unique Identifier Number, contact your fiscal intermediary.

### REQUEST OVERTIME TYPE

Indicate which request type you are seeking. If you are approved to schedule a PCA to work in excess of 10 hours of overtime per week, the number of approved hours will not exceed the amount of your approved prior authorization hours.

PCAs are limited to working no greater than 66 hours per week, unless the Consumer has obtained a Temporary Authorization. Consumers cannot obtain a Continuity of Care Authorization if their PCA works greater than 66 hours per week.

### SECTION A: TEMPORARY AUTHORIZATION

You must obtain a Temporary Authorization for your PCA to work more in excess of 10 hours of overtime per week to avoid a disruption in care temporarily while you seek to hire additional PCAs, if applicable.

Select the correct option indicating whether you are the only consumer your PCA works for or whether your PCA works for you and other consumers.

If additional space is required, please attach signed and dated document to the form.

### SECTION B: CONTINUITY OF CARE AUTHORIZATION

Continuity of Care Authorization requests will be approved for your Prior Authorization period when one or more of the listed circumstances is present. Consumers cannot obtain a Continuity of Care Authorization if their PCA works greater than 66 hours per week. If a PCA works greater than 66 hours per week, the Consumer must apply for a Temporary Authorization.

Select the correct option indicating whether you are the only consumer your PCA works for or whether your PCA works for you and other consumers.

If additional space is required, please attach signed and dated document to the form.

### ATTESTATION

### CONSUMER/SURROGATE

You and your surrogate, if any, must sign and date the form and must certify that all information contained within the form is true, accurate, and complete.

### PERSONAL CARE ATTENDANT

Your PCA must sign and date the form and must certify that all information contained with the form is true, accurate, and complete.

### PERSONAL CARE MANAGEMENT AGENCY

The PCM Agency representative must fill in the PCM Agency name, sign and date the form, and certify that the information is true, accurate, and complete to the best of the PCM Agency's knowledge. The PCM Agency must select if the consumer is enrolled in Fee for Service (FFS), Senior Care Options (SCO), or One Care.

If the consumer is enrolled in SCO or One Care, fill in the approved number of hours per week (day/eve plus night) and SCO or One Care approval start and end date.

ALL DOCUMENTS MUST BE MAINTAINED IN THE CONSUMER'S CASE RECORD.