

## **AASD and DSD eList announcement**

**Date:** April 2, 2024

**To:** Lead agency and provider staff who enter data in the Medicaid Management Information System (MMIS) for home care, Alternative Care (AC), Essential Community Supports (ECS) or waiver service agreements/screening documents

**From:** DHS Aging and Adult Services and Disability Services divisions

**Purpose:** To announce that the DHS Service Agreement and Screening Document (SASD) Support Team plans to discontinue its fax number

**Effective:** May 1, 2024

**Contact:** [SASD Support Team Portal](#)

### **SASD Support Team to discontinue fax number**

Effective May 1, 2024, the SASD Support Team will no longer have an active fax number. DHS will not receive forms sent to the discontinued SASD fax number.

Lead agencies and providers must use the following forms to submit requests to DHS:

- [MA Home Care Technical Change Request, DHS-4074.](#)
- [Personal Care Assistance \(PCA\) Technical Change Request, DHS-4074A.](#)
- [PCA Request Form, DHS-4292](#) (for lead agency use).
- [Screening Deletion Request, DHS-4689A.](#)

Lead agencies should access all current DHS forms using the [DHS – Searchable document library \(eDocs\)](#).

When lead agencies and providers submit forms, they should double-check:

- Their name and contact information (e.g., email address and phone number).
- The instructions to submit the form.

These actions ensure lead agencies will:

- Receive an automatic response to confirm form submission.
- Submit the form in the correct format.
- Receive communication from DHS about their request.

### **Previous eList announcements**

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