

ASA3 screen for personal care services (T1019)

Page posted: 8/16/12	Page reviewed: 9/30/24	Page updated: 4/15/25
<p>Transition from PCA to CFSS</p>	<p>DHS is in the process of replacing personal care assistance (PCA) and the Consumer Support Grant (CSG) with Community First Services and Supports (CFSS). For more information about this transition, refer to CFSS Manual – Transition from PCA and CSG to CFSS.</p> <p>For a Medicaid Management Information System (MMIS) transition summary, refer to DSD MMIS Reference Guide – MMIS transition from PCA and CSG to CFSS.</p> <p>Similarities</p> <p>In both PCA and CFSS, the county/tribal nation:</p> <ul style="list-style-type: none"> • Enters the personal care services procedure code (T1019). • Enters the enhanced rate modifier (TG) for a person who is eligible for the enhanced rate/budget. For more information, refer to CFSS Manual – PCA, CFSS and CSG enhanced rate/budget. • Follows the instructions to complete select fields on the ASA3 screen for a person on the Minnesota Restricted Recipient Program (MRRP) on DSD MMIS Reference Guide – ASA3 screen for a person MRRP. <p>Differences</p> <p>In PCA, the county/tribal nation:</p> <ul style="list-style-type: none"> • Does not enter a modifier for the option the person uses (i.e., traditional or PCA Choice). • Must enter at least one personal care (T1019) line because a person must use personal care services. • Always enters units. <p>In PCA, the total units of all lines the county/tribal nation enters is the same as the total units for which the person is eligible.</p> <p>In CFSS, the county/tribal nation:</p> <ul style="list-style-type: none"> • Enters a model modifier (U9 or UB) to indicate the model the person uses (i.e., agency or budget model). • Does not enter a personal care (T1019) line if a person does not use personal care services. • Enters one personal care (T1019) line if the person will use personal care, unless the person is on MRRP. • Enters units for a person who uses the CFSS agency model and dollars for a person who uses the CFSS budget model. <p>In CFSS, the total personal care units (agency model) or dollars (budget model) the person uses might be lower than the total units or dollars for which they are eligible if the person chooses to purchase goods, services or personal emergency response systems (PERS).</p>	
<p>Overview</p>	<p>The county/tribal nation enters lines for the person’s specific services on the ASA3 screen. This page describes how to enter a personal care line (T1019) for a PCA or CFSS SA. For information and instructions about other ASA3 line types, refer to DSD MMIS Reference Guide – ASA3 screen overview.</p>	
<p>Initial authorization</p>	<p>Person who currently uses PCA</p> <p>When a person who currently uses PCA is eligible for and selects CFSS, the county/tribal nation authorizes six months of PCA, including a personal care (T1019) line, PCA worker supervision/training (T1019 – UA) line and consultation services (T1023) line. After the county/tribal nation approves</p>	

	<p>the person's CFSS service delivery plan, the county/tribal nation enters a new SA with the CFSS services.</p> <p>Instructions to resolve MMIS exception code 323 error</p> <p>MMIS may post exception code 323 when the county/tribal nation enters an SA for a person who currently receives PCA and whose person master index (PMI) number changed. If MMIS posts exception code 323, the county/tribal nation cannot edit the SA and must follow the instructions below based on the person's circumstances:</p> <ul style="list-style-type: none"> • Person on a waiver/AC: The county/tribal nation must use SASD Support Team Portal, DHS-3754 to submit a request to DHS that explains what happened. DHS will review requests and respond weekly. • Person not on a waiver/AC: The county/tribal nation must route the SA to DHS by entering reason code 580 in the override location (OVR LOC) field on the ASA2 screen. Note: If the county/tribal nation cannot route the SA to DHS, they must use PCA Request Form, DHS-4292 instead. <p>Person who does not currently use PCA</p> <p>When a person who is new to services is eligible for and selects CFSS, the county/tribal nation authorizes consultation services (T1023) only. After the county/tribal nation approves the person's CFSS service delivery plan, the county/tribal nation adds lines for the other services the person selected.</p> <p>Instructions to resolve MMIS exception code 323 error</p> <p>MMIS may post exception code 323 if the county/tribal nation enters the following line types for a person who does not currently use PCA or CSG:</p> <ul style="list-style-type: none"> • Personal care (T1019) lines without a CFSS agency model modifier (U9), CFSS budget model modifier (UB) or temporary start modifier (U8). • CSG (T2025) lines. <p>If MMIS posts exception code 323, the county/tribal nation cannot edit the SA and must follow the instructions below based on the person's circumstances:</p> <ul style="list-style-type: none"> • Person on a waiver/AC: The county/tribal nation must use SASD Support Team Portal, DHS-3754 to submit a request to DHS that explains what happened. DHS will review requests and respond weekly. • Person not on a waiver/AC: The county/tribal nation must route the SA to DHS by entering reason code 580 in the override location (OVR LOC) field on the ASA2 screen. Note: If the county/tribal nation cannot route the SA to DHS, they must use PCA Request Form, DHS-4292 instead.
Line comments field (LI COMMENTS)	In the optional LI COMMENTS field, the county/tribal nation enters additional clarifying information, if desired. This comment appears in the person's letter and the provider's letter.
Procedure code field (PROC)	In the PROC field, the county/tribal nation enters the personal care services procedure code (T1019).
Modifiers field (MOD1-4)	In the MOD1-4 field, the county/tribal nation enters up to four modifiers to provide additional information needed for authorization and billing. The order of the modifiers does not matter. PCA modifiers

	<p>In PCA, the county/tribal nation does not enter a modifier to indicate if the person uses traditional PCA or PCA Choice.</p> <p>CFSS model modifiers</p> <p>For each personal care line entered, the county/tribal nation enters the modifier for the model the person selected:</p> <ul style="list-style-type: none"> • CFSS agency model modifier (U9). • CFSS budget model modifier (UB). <p>MMIS posts an exception code the county/tribal nation must resolve if the county/tribal nation:</p> <ul style="list-style-type: none"> • Does not enter a modifier. • Enters a line with a model modifier (U9 or UB) that does not match the model modifier of all other lines with overlapping dates. <p>Enhanced rate modifier</p> <p>In both PCA and CFSS, the county/tribal nation enters the enhanced rate modifier (TG) if the person is eligible for the enhanced rate, regardless of whether they will use it. The county/tribal nation cannot use the enhanced rate modifier (TG) if the person is not eligible for the enhanced rate.</p> <p>Claims-only modifiers</p> <p>The county/tribal nation cannot enter the following claims-only modifiers:</p> <ul style="list-style-type: none"> • TT (PCA personal care 1:2 ratio). • HQ (PCA personal care 1:3 ratio). • UN (CFSS personal care 1:2 ratio). • UP (CFSS personal care 1:3 ratio). <p>The provider only uses these modifiers for billing purposes.</p>
<p>Start/end date fields (START/END DT)</p>	<p>In the START/END DT fields, the county/tribal nation enters start and end dates in MMDDYY format. Start and end dates indicate when the line starts and ends.</p> <p>MMIS posts an exception code the county/tribal nation must resolve if the country/tribal nation enters start and end dates that:</p> <ul style="list-style-type: none"> • Do not match the start and end dates on the worker supervision/training (T1019 – UA or S5116) line. • Are not within the agreement start and end dates (AGMT START/END DT fields) on the ASA1 screen.
<p>Requested rate per unit field (REQ RATE/UNIT)</p>	<p>The REQ RATE/UNIT field lists the requested reimbursement rate.</p> <p>PCA and CFSS agency model</p> <p>The county/tribal nation enters the appropriate rate found on DHS – CFSS codes and rates:</p> <ul style="list-style-type: none"> • For a person not eligible for the enhanced rate, the county/tribal nation enters the rate listed under CFSS personal care agency, 1:1. • For a person eligible for the enhanced rate, the county/tribal nation enters the rate listed under CFSS personal care agency, complex, 1:1. <p>Note: The county/tribal nation does not enter shared care rates (1:2 or 1:3), even if the person uses shared care.</p> <p>CFSS budget model</p> <p>The county/tribal nation leaves the REQ RATE/UNIT field blank. If the county/tribal nation edits this field, MMIS posts an exception code the county/tribal nation must resolve.</p>
<p>Requested total units field (REQ TOT UNITS)</p>	<p>The REQ TOT UNITS field lists the total number of units for the specific line.</p> <p>PCA</p>

	<p>For a person who currently uses PCA, the county tribal nation enters a six-month personal care (T1019) line and:</p> <ol style="list-style-type: none"> 1. Divides the number in the TOTAL TIME field on the AHC1 screen by 15 to calculate the average units per day. 2. Multiplies the result of step 1 by the number of days from the start date of the line to the end date of the line. <p>CFSS agency model</p> <p>The county/tribal nation enters the total units the person will use for personal care services, which depends on whether the person chooses to purchase other goods, services and/or PERS.</p> <p>CFSS agency model without goods, services and/or PERS</p> <p>If the person does not purchase goods, services or PERS, the county/tribal nation enters the total number of units the person will use. To find the total number of units the person will use, the county/tribal nation:</p> <ol style="list-style-type: none"> 1. Divides the number in the TOTAL TIME field on the AHC1 screen by 15 to calculate the average units per day. 2. Multiplies the result of step 1 by the number of days from the start date of the line to the end date of the line. <p>CFSS agency model with goods, services and/or PERS</p> <p>If the person purchases goods, services or PERS, the county/tribal nation enters the total number of units the person will use. To find the total number of units the person will use, the county/tribal nation follows the instructions on DSD MMIS Reference Guide – ASA3 screen overview.</p> <p>CFSS budget model</p> <p>The county/tribal nation leaves the REQ TOT UNITS field blank. If the county/tribal nation edits this field, MMIS posts an exception code the county/tribal nation must resolve.</p>
<p>Requested total amount field (REQ TOT AMT)</p>	<p>PCA and CFSS agency model</p> <p>MMIS auto-populates the REQ TOT AMT field based on the entries in the REQ RATE/UNIT and REQ TOT UNITS fields.</p> <p>CFSS budget model</p> <p>In the REQ TOT AMT field, the county/tribal nation enters the total dollars the person will spend on personal care services. To find the total dollars the person will spend on personal care services, the county/tribal nation follows the instructions on DSD MMIS Reference Guide – ASA3 screen overview.</p> <p>Instructions to resolve REQ TOT AMT field error</p> <p>The county/tribal nation may receive an error when they access the ASA3 screen of an approved SA with a personal care (T1019) line while MMIS is in change mode. The error:</p> <ul style="list-style-type: none"> • Prevents the county/tribal nation from navigating to any other screens in the person’s SA. • Causes the entry in the REQ TOT AMT field to turn red. <p>To fix the error, the county/tribal nation must:</p> <ol style="list-style-type: none"> 1. Tab to the REQ TOT AMT field. 2. Enter a number equal to or greater than the number in the TOT USED AMT field. 3. Proceed to another screen in the person’s SA. <p>After the county/tribal nation follows these instructions, MMIS will revert the number in the REQ TOT AMT field to the original entry.</p> <p>Note: The county/tribal nation cannot use function key F9 to edit the SA</p>

	<p>while they fix the error. If the county/tribal nation uses function key F9 while they are on the ASA3 screen, they must repeat steps 1-3.</p>
Provider number field (PROV NBR)	<p>In the PROV NBR field, the county/tribal nation enters the provider number for the provider the person will use for the service.</p> <p>If the person has selected a provider, the county/tribal nation enters the provider's National Provider Identifier (NPI) number or Unique Minnesota Provider Identifier (UMPI) number.</p> <p>In PCA or the CFSS agency model, the county/tribal nation enters the provider number for the person's provider agency.</p> <p>In the CFSS budget model, the county/tribal nation enters the provider number for the person's financial management services (FMS) provider.</p> <p>If the person has not selected a provider, the county/tribal nation enters:</p> <ul style="list-style-type: none"> • The DHS provider number A342517700. • D in the STAT CD field of the personal care (T1019) line when they finalize the agreement. <p>For more information, refer to DSD MMIS Reference Guide – Finalize a type B service agreement for PCA/CFSS.</p> <p>Find a provider number in MMIS</p> <p>If the person's service delivery plan does not list the provider number, refer to Instructions for Completing and Entering the LTCC Screening Document and Service Agreement into MMIS, DHS-4625 (PDF).</p>
Provider name field (PROV NAME)	<p>MMIS auto-populates the PROV NAME field when the county/tribal nation presses function key F9. This field lists the provider name based on the provider number the county/tribal nation enters in the PROV NBR field. The county/tribal nation cannot edit this field.</p>
Shared services field (SHR)	<p>MMIS auto-populates the SHR field. If the county/tribal nation edits this field, MMIS overwrites their entry.</p>
Frequency field (FREQ)	<p>The county/tribal nation cannot edit the FREQ field.</p>
Reason code field (RSN CD)	<p>In the RSN CD field, the county/tribal nation enters legal notice language to add to the SA when needed. If the county/tribal nation makes changes specific to personal care, they enter the appropriate reason codes in this field. For more information, refer to DSD MMIS Reference Guide – ASA3 screen overview.</p> <p>MMIS reason code text</p> <p>For a list of MMIS reason codes, refer to DSD MMIS Reference Guide – Type B home care service agreement MMIS reason codes.</p>
Navigation	<p>If the county/tribal nation needs to enter more lines, they press function key F11 to display the next blank line. MMIS displays only two lines per page.</p> <p>After the county/tribal nation enters all lines, they press a transmit key to advance to the AHC1 screen.</p>
Additional resources	<p>CFSS Manual – Transition from PCA and CSG to CFSS</p> <p>CFSS Manual – PCA, CFSS and CSG enhanced rate/budget</p> <p>DSD MMIS Reference Guide – MMIS transition from PCA and CSG to CFSS</p> <p>DSD MMIS Reference Guide – ASA3 screen overview</p> <p>DSD MMIS Reference Guide – ASA3 screen for a person on MRRP</p> <p>DSD MMIS Reference Guide – ASA1 screen for PCA/CFSS</p> <p>DSD MMIS Reference Guide – Finalize a type B service agreement for PCA/CFSS</p>

	<p><u>DSD MMIS Reference Guide – Type B home care service agreement MMIS reason codes</u></p> <p><u>DSD MMIS Reference Guide – AHC1 screen for PCA/CFSS</u></p> <p><u>DHS – CFSS SA calculators</u></p> <p><u>Instructions for Completing and Entering the LTCC Screening Document and Service Agreement into MMIS, DHS-4625 (PDF)</u></p> <p><u>DHS – CFSS codes and rates</u></p>
--	---