

Authorization Request for Self-Directed Skilled Services

(For use only by Provider Type 83 – Intermediary Service Organization – ISO)

Upload this request through the Provider Web Portal.

Questions? Call: (800) 525-2395

DATE OF REQUEST: _____

NOTES:**SECTION 1: Contact Information****PURPOSE OF REQUEST**
☐ Initial ☐ Reauthorization
RECIPIENT INFORMATION

Last Name, First Name, Middle Initial:

Recipient's Medicaid ID:

Date of Birth:

Address:

City:

State:

Zip Code:

Phone:

Check the appropriate box:

- ☐ The recipient has no Legally Responsible Individual (LRI) and is able to self-direct their own care. **(If this option is checked, complete Section 4; do not complete Section 5)**
- ☐ The recipient is not able to direct their own care, and the LRI or Personal Care Representative understands that they must be present to direct the care while it occurs and cannot be the paid caregiver for the recipient. **(If this option is checked, complete Section 5; do not complete Section 4)**

LEGALLY RESPONSIBLE INDIVIDUAL (LRI) INFORMATION

Complete this section if this definition of an LRI is met: Individuals who are legally responsible to provide medical support, including spouses of recipients, legal guardians [not power of attorney (POA)], and parents of minor recipients, including stepparents, foster parents and adoptive parents.

If LRI is not available or not capable, complete and attach form FA-24B (LRI Availability Determination for the Personal Care Services Program)

LRI Name (if applicable):

Relationship to Recipient:

LRI Address:

City:

State:

Zip Code:

Phone:

PERSONAL CARE REPRESENTATIVE INFORMATION

*Complete this section if recipient is unable to direct his/her own care and has no legally responsible individual available or capable to perform or direct the care. **The Personal Care Representative cannot be the Personal Care Assistant.***

Contact Name (other than recipient):

Relationship to Recipient:

Contact Address:

City:

State:

Zip Code:

Phone:

ISO PROVIDER INFORMATION

ISO Provider Name:

NPI/API:

Phone:

Fax:

SECTION 2: Request for Medically Necessary Skilled Services

(Must be completed by a Physician, Physician's Assistant (PA) or Advanced Practice Registered Nurse (APRN))

RECIPIENT (Last Name, First Name, Middle Initial):

DATE OF REQUEST:

I, the undersigned, do hereby certify the following statements about my patient (listed above) are true to the best of my knowledge:

- The services I am requesting are simple and would usually be performed by the individual if not for the patient's disability.
- I have determined that my patient's condition is stable and predictable.

The personal care assistant agrees to refer the patient back to my attention when:

1. The condition of the patient changes or a new medical condition develops;
2. My patient or their personal care or legal representative becomes unable to self-direct the services/care authorized;
3. The progress or condition of the patient after the provision of a service is different than expected;
4. An emergency situation develops;
5. Any other situation described by me occurs: (describe) _____

I will complete a new FA-24C for the following reasons:

- The patient/recipient's condition changes in regard to stable and predictable.
- Annually.

Note: Per NRS 629.091, a provider of health care who determines in good faith that a personal care assistant has complied with and meets the requirements of NRS 629.091 is not liable for civil damages as a result of any act or omission, not amounting to gross negligence, committed by him in making such a determination and is not liable for any act or omission of the personal assistant.

I hereby authorize a personal care assistant who has met the requirements as outlined in NRS 629.091 to perform the following service(s) under the direction of my patient or their personal care or legal representative. I authorize these services to continue until (date) _____, at which time I wish to have my patient's condition re-evaluated by myself or by _____. The services listed must address a medical need, i.e., wound care, bowel care with suppository or digital stimulation, etc., and describe the complexity of the recipient's care and the frequency of the skilled intervention.

		Frequency of Service	Instructions/Steps to Complete the Task(s)
Skilled Service: Wound Care	EXAMPLE ONLY		
Diagnosis: Decubitus Ulcer Stage 1		1xDay	Clean with H2O2, apply prescription ointment, apply duoderm
1	Skilled Service:		
	Diagnosis:		
2	Skilled Service:		
	Diagnosis:		

SECTION 2: Request for Medically Necessary Skilled Services (continued)

(Must be completed by a Physician, Physician's Assistant (PA) or Advanced Practice Registered Nurse (APRN))

RECIPIENT (Last Name, First Name, Middle Initial):

DATE OF REQUEST:

		Frequency of Service	Instructions/Steps to Complete the Task(s)
3	Skilled Service:		
	Diagnosis:		
4	Skilled Service:		
	Diagnosis:		
5	Skilled Service:		
	Diagnosis:		
6	Skilled Service:		
	Diagnosis:		
7	Skilled Service:		
	Diagnosis:		
8	Skilled Service:		
	Diagnosis:		
9	Skilled Service:		
	Diagnosis:		
10	Skilled Service:		
	Diagnosis:		

Health Care Provider's Signature and Attestation: I certify the statements on this form are true and certify that I have read NRS 629.091 (reproduced in Section 7 of this form).

Health Care Provider: Please cross out any rows above that have been left blank.

Signature:

Date:

Printed Name:

Title:

Section 3: Confirmation of PCA Competency

(This Section must be completed by a licensed health care provider as outlined in NRS 629.091 within the scope of their licensure)

RECIPIENT (Last Name, First Name, Middle Initial):

DATE OF REQUEST:

Complete this section for **each** authorized Personal Care Assistant. Each time a new PCA is hired to perform skilled services for this recipient during an approved authorization period, the new PCA must sign the existing Section 6 and complete a new Section 3. All currently authorized PCAs must have a completed Section 3 and Section 6 on file with the ISO.

Name of PCA:

Skilled services this PCA may perform for the above listed recipient: (Do not list non-skilled services, for example, mouth care, incontinence cleanup, bathing and transferring. The skilled services listed below must be in the Request for Medically Necessary Skilled Services.)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

I have reviewed with the Personal Care Assistant the reasons outlined in Section 2 for when the patient should be referred back to the health care provider requesting services.

Note: Per NRS 629.091, a provider of health care who determines in good faith that a personal care assistant has complied with and meets the requirements of NRS 629.091 is not liable for civil damages as a result of any act or omission, not amounting to gross negligence, committed by him in making such a determination and is not liable for any act or omission of the personal assistant.

I, the undersigned health care provider, have determined that the above listed personal care assistant has the knowledge, skill and ability to competently perform the services listed above.

Health Care Provider's Signature

Signature:

Date:

Printed Name:

Title:

Section 4: Recipient Agreement (for recipients who are capable of directing their own care)	
RECIPIENT <i>(Last Name, First Name, Middle Initial):</i>	
DATE OF REQUEST:	
<i>Complete this Section only if the recipient is able to direct their own care; if the recipient is unable to direct their own care, please leave this section blank and complete Section 5.</i>	
I, the undersigned Recipient, do hereby attest the following:	
<p>I have chosen to direct the delivery of the specific medical, nursing or home health care services through an ISO as defined by NRS 629.091 (reproduced in Section 7 of this form).</p> <p>I have the ability and desire to self-direct my care, to choose the ISO provider, to select personal care assistants (PCA), to arrange the PCA's schedule and to direct the PCA in the delivery of specific medical, nursing or home health care services.</p> <p>I am capable of making choices about my specific medical, nursing or home health care services, understanding the impact of these choices and assuming responsibility for these choices. I am capable of directing all the tasks related to the delivery of my self-directed skilled services.</p> <p>I will comply with all Medicaid policies and procedures as outlined in the Medicaid Services Manual, Chapters 100, 2600 and 3300.</p> <p>I will direct the PCA to provide only the specific medical, nursing or home health care services approved in this authorization.</p> <p>I agree to hold the State of Nevada harmless from any such liability whatsoever for any injuries, damages, loss, whether physical or financial, associated with or resulting from self-directing my skilled services.</p> <p>I am responsible for developing a back-up plan and for obtaining back-up coverage in the absence of a regularly scheduled PCA.</p> <p>The ISO is the employer of record for PCAs.</p> <p>I am responsible for reviewing and verifying service delivery records to ensure the Request for Medically Necessary Skilled Services has been followed, thereby authorizing Medicaid to be billed. Misrepresentation within these documents constitutes fraud per NRS 422.540, attached, and will be referred to the Surveillance and Utilization Review (SUR) Unit for investigation and appropriate action.</p> <p>I am responsible for selecting, scheduling and managing all PCAs who will provide my services according to the Request for Medically Necessary Skilled Services.</p> <p>A newly completed FA-24C must be submitted annually for consideration of continued services.</p> <p>I may discontinue the option to self direct my skilled services at any time and receive my specific medical, nursing or home health care services through a Home Health Agency, if eligible to do so and there is a Home Health Agency available to provide care.</p> <p>I agree to contact my physician if any of the following occur:</p> <ul style="list-style-type: none"> • My condition changes or a new medical condition develops; • I become unable to direct the services/care authorized; • My progress or condition after the provision of services is different than expected; and/or • An emergency situation develops. 	
Recipient's and ISO Provider's Signatures	
Recipient's Signature:	Date:
ISO Provider Name: <i>(please print)</i>	
ISO Provider Signature:	Date:

Section 5: Personal Care Representative Agreement	
RECIPIENT <i>(Last Name, First Name, Middle Initial):</i>	
DATE OF REQUEST:	
<i>Complete this section only if the recipient is unable to direct his/her own care and a Personal Care Representative (PCR) has been appointed. The Personal Care Representative cannot be the Personal Care Assistant.</i>	
Name of Personal Care Representative:	
I, the undersigned Personal Care Representative, do hereby attest the following:	
<p>_____ <i>(name of recipient or LRI)</i> has chosen me to direct the delivery of specific medical, nursing or home health care services through an Intermediary Service Organization (ISO), as defined in NRS 629.091 (reproduced in Section 7 of this form). I have the ability and desire to direct, manage and take responsibility to direct his/her care, to choose the ISO provider, to select personal care assistants (PCAs), to arrange the PCA's schedule and to be present to direct the PCA in the delivery of specific medical, nursing or home health care services.</p> <p>As the PCR, I must be capable of making choices about specific medical, nursing or home health care service needs, understand the impact of these choices, assume responsibility for these choices, and be capable of directing all the tasks related to specific medical, nursing or home health care services delivery.</p> <p>As the PCR, I must comply with all Medicaid policies and procedures as outlined in the Medicaid Services Manual, all relevant chapters, including Chapters 100, 2600 and 3300.</p> <p>I will direct the PCA to provide only the specific medical, nursing or home health care services approved on the active/current authorization.</p> <p>As the PCR, I agree to hold the State of Nevada harmless from any liability whatsoever for any injuries, damages, loss, whether physical or financial, associated with or resulting from directing the recipient's care in this option.</p> <p>As the PCR, I am not eligible to receive reimbursement for acting as a PCR or for providing specific medical, nursing or home health care services, and that I must be present when services are delivered.</p> <p>As the PCR, I am responsible for developing a back-up plan and for obtaining backup coverage for the recipient in the absence of a regularly scheduled PCA.</p> <p>The ISO is the employer of record for PCAs.</p> <p>As the PCR, I am responsible for reviewing and verifying service delivery records of the recipient to ensure the authorized services have been provided, thereby authorizing Medicaid to be billed. Misrepresentation within these documents constitutes fraud per NRS 422.540 (reproduced in Section 7 of this form) and will be referred to the Surveillance and Utilization Review (SUR) Unit for investigation and appropriate action.</p> <p>As the PCR, I am responsible for selecting, scheduling and managing all PCAs who will provide services for the recipient according to the Request for Medically Necessary Skilled Services.</p> <p>A newly completed FA-24C must be submitted annually for consideration of continued services.</p> <p>I may discontinue the option to direct the recipient's skilled services at any time and the recipient may receive specific medical, nursing or home health care services through a Home Health Agency, if eligible to do so and there is a Home Health Agency available to provide care.</p> <p>I agree to refer the patient back to the physician when:</p> <ul style="list-style-type: none"> • The condition of the patient changes or a new medical condition develops; • The patient or their personal care or legal representative becomes unable to self-direct the services/care authorized; • The progress or condition of the patient after the provision of a service is different than expected; and/or • An emergency situation develops. 	
Personal Care Representative's and ISO Provider's Signatures	
Personal Care Representative Signature:	Date:
Personal Care Representative Name: <i>(please print)</i>	
ISO Provider Signature:	Date:
ISO Provider Name: <i>(please print)</i>	

SECTION 6: Required Signatures**RECIPIENT** (*Last Name, First Name, Middle Initial*):**DATE OF REQUEST:**

- By signing this form, I have read and understood Section 2, the Request for Medically Necessary Skilled Services.
- By signing this form, I understand I am not an employee of Nevada Medicaid (Division of Health Care Financing and Policy) or the requesting Health Care Provider.

Recipient Signature:**Date:****Recipient Name:** (*please print*)**LRI or Personal Care Representative Signature:****Date:****LRI or Personal Care Representative Name:** (*please print*)**ISO Provider Signature:****Date:****ISO Provider Name:** (*please print*)**Personal Care Assistant Signature:****Date:****Personal Care Assistant Name:** (*please print*)**Personal Care Assistant Signature:****Date:****Personal Care Assistant Name:** (*please print*)**Personal Care Assistant Signature:****Date:****Personal Care Assistant Name:** (*please print*)**Personal Care Assistant Signature:****Date:****Personal Care Assistant Name:** (*please print*)**Personal Care Assistant Signature:****Date:****Personal Care Assistant Name:** (*please print*)

Section 7: Applicable Nevada Revised Statutes (NRS)

RECIPIENT (Last Name, First Name, Middle Initial):

DATE OF REQUEST:

NRS 422.540 Offenses regarding false claims, statements or representations; penalties.

1. A person, with the intent to defraud, commits an offense if with respect to the Plan the person:
 - (a) Makes a claim or causes it to be made, knowing the claim to be false, in whole or in part, by commission or omission;
 - (b) Makes or causes to be made a statement or representation for use in obtaining or seeking to obtain authorization to provide specific goods or services, knowing the statement or representation to be false, in whole or in part, by commission or omission;
 - (c) Makes or causes to be made a statement or representation for use by another in obtaining goods or services or services pursuant to the plan, knowing the statement or representation to be false, in whole or in part, by commission or omission; or
 - (d) Makes or causes to be made a statement or representation for use in qualifying as a provider, knowing the statement or representation to be false, in whole or in part, by commission or omission.
2. A person who commits an offense described in subsection 1 shall be punished for a:
 - (a) Category D felony, as provided in NRS 193.130, if the amount of the claim or the value of the goods or services obtained or sought to be obtained was greater than or equal to \$650.00.
 - (b) Misdemeanor if the amount of the claim or the value of the goods or services obtained or sought to be obtained was less than \$650.00.
Amounts involved in separate violations of this section committed pursuant to a scheme or continuing course of conduct may be aggregated in determining the punishment.
3. In addition to any other penalty for a violation of the commission of an offense described in subsection 1, the court shall order the person to pay restitution.

(Added to NRS by 1991, 1049; A 1997, 457, 2011, 174)

NRS 629.091 Personal assistant authorized to perform certain services for person with disability if approved by provider of health care; requirements.

1. Except as otherwise provided in subsection 4, a provider of health care may authorize a person to act as a personal assistant to perform specific medical, nursing or home health care services for a person with a disability without obtaining any license required for a provider of health care or his assistant to perform the service if:
 - (a) The services to be performed are services that a person without a disability usually and customarily would personally perform without the assistance of a provider of health care;
 - (b) The provider of health care determines that the personal assistant has the knowledge, skill and ability to perform the services competently;
 - (c) The provider of health care determines that the procedures involved in providing the services are simple and the performance of such procedures by the personal assistant does not pose a substantial risk to the person with a disability;
 - (d) The provider of health care determines that the condition of the person with a disability is stable and predictable; and
 - (e) The personal assistant agrees with the provider of health care to refer the person with a disability to the provider of health care if:
 - (1) The condition of the person with a disability changes or a new medical condition develops;
 - (2) The progress or condition of the person with a disability after the provision of the service is different than expected;
 - (3) An emergency situation develops; or
 - (4) Any other situation described by the provider of health care develops.
2. A provider of health care that authorizes a personal assistant to perform certain services shall note in the medical records of the person with a disability who receives such services:
 - (a) The specific services that he has authorized the personal assistant to perform; and
 - (b) That the requirements of this section have been satisfied.

3. After a provider of health care has authorized a personal assistant to perform specific services for a person with a disability, no further authorization or supervision by the provider is required for the continued provision of those services.
4. A personal assistant shall not:
 - (a) Perform services pursuant to this section for a person with a disability who resides in a medical facility.
 - (b) Perform any medical, nursing or home health care service for a person with a disability which is not specifically authorized by a provider of health care pursuant to subsection 1.
 - (c) Except if the services are provided in an educational setting, perform services for a person with a disability in the absence of the parent or guardian of, or any other person legally responsible for, the person with a disability, if the person with a disability is not able to direct his own services.
5. A provider of health care who determines in good faith that a personal assistant has complied with and meets the requirements of this section is not liable for civil damages as a result of any act or omission, not amounting to gross negligence, committed by him in making such a determination and is not liable for any act or omission of the personal assistant.
6. As used in this section:
 - (a) "Guardian" means a person who has qualified as the guardian of a minor or an adult pursuant to testamentary or judicial appointment, but does not include a guardian ad litem.
 - (b) "Parent" means a natural or adoptive parent whose paternal rights have not been terminated.
 - (c) "Personal assistant" means a person who, for compensation and under the direction of:
 - (1) A person with a disability;
 - (2) A parent or guardian of, or any other person legally responsible for, a person with a disability who is under the age of 18 years; or
 - (3) A parent, spouse, guardian or adult child of a person with a disability who suffers from a cognitive impairment, performs services for the person with a disability to help him maintain his independence, personal hygiene and safety.
 - (d) "Provider of health care" means a physician licensed pursuant to chapter 630, 630A or 633 of NRS, a dentist, a registered nurse, a licensed practical nurse, a physical therapist or an occupational therapist.

(Added to NRS by 1995, 749; A 2005, 69)

RECIPIENT (*Last Name, First Name, Middle Initial*):

DATE OF REQUEST:

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