I. BACKGROUND

The Division of Aging and Adult Services has developed a new section, SA-3120, EIS Instructions for SA, to assist counties in entering appropriate information into the Eligibility Information System. This section provides instructions on EIS data entry, codes, and edits specific to SA.

II. CONTENT AND IMPLEMENTATION OF CHANGE

A. SA-3120 EIS Instructions for SA

This is a new section for SA adult care home (SA/ACH) basic and special care unit (SCU) levels. SA In-Home policy manual, SA-5500 contains some of the same information. SA-3120 includes the following:

1. Current SA facility rates for SA/ACH basic and SA/ACH SCU levels of care.

2. Information on the personal needs allowance.

3. Current maintenance amounts for SA/ACH basic and SA/ACH SCU levels of care.

4. Living arrangement code information.

5. Instructions for verifying whether a facility is currently licensed by the Division of Health Service Regulation (DHSR) and is SA approved. It explains the new edits for invalid facility codes and instructions for when a facility’s status changes.

6. Information and instructions are provided on previously approved cases for residents residing in 5600 F facilities.
III. DAAS ADMINISTRATIVE LETTERS OBSOLETED BY THIS POLICY

A. DAAS Administrative Letter 08-08

B. DAAS Administrative Letter 08-09

IV. MAINTENANCE OF MANUAL

The following new manual section is issued to reflect this policy:

SA-3120 EIS Instructions for SA

If you have any questions regarding this information, please contact your Adult Programs Representative, or Brenda Porter, SA Program Coordinator at 919-733-3818.

Sincerely,

Suzanne P. Merrill, Chief
Adult Services Section

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