



# STATE OF NEW YORK DEPARTMENT OF HEALTH

Corning Tower      The Governor Nelson A. Rockefeller Empire State Plaza      Albany, New York 12237

Barbara A. DeBuono, M.D., M.P.H.  
*Commissioner*

Dennis P. Whalen  
*Executive Deputy Commissioner*

<b>LOCAL COMMISSIONERS MEMORANDUM</b>
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**DSS-4037EL (Rev. 9/89)**

**Transmittal No:** 98 OCC LCM-003

**Date:** May 27, 1998

**Department of Health**  
Office of Continuing Care

**TO:**            **Local District Commissioners**

**SUBJECT:**    B3b1 Personal Care Provider Information Form and  
Contract Arrangements with Provider Agencies

**ATTACHMENTS:** Notification of District Interest To Contract For  
the Provision of Personal Care Services

The purpose of this Local Commissioner's Memorandum is to inform the local social services districts that effective immediately, completion and transmittal to the Department of a **B.3.b.1., Provider Information Sheet**, Appendix F in 80 ADM-9, Personal Care Services-Scope and Procedures, is no longer required as part of the district's personal care services contracting procedures.

As a result of the October 1996 transfer of the single state agency Medicaid designation from the Department of Social Services to the Department of Health, home care agency training, licensure and rate setting information has been consolidated in one Department. This consolidation affords the Department the opportunity to streamline the personal care services contracting process for licensed and certified home care services agencies under contract to local social services districts by eliminating submission of multiple forms containing duplicative information to various Bureaus within the Department.

The attached form, **Notification of District Interest To Contract for the Provision of Personal Care Services**, replaces the **B.3.b.1. Provider Information Sheet**, that was previously completed by certified or licensed home care agencies and transmitted by social services districts to Department Personal Care Services Program staff to initiate the personal care services rate setting process.

When the district is interested in contracting for personal care services, the certified or licensed home care services agency is required to complete and transmit the **Notification of District Interest To Contract For the Provision of Personal Care Services** form to the district. After review, the district will forward the form to:

Carl M. Dembrosky  
Director  
Bureau of Long Term Care Reimbursement  
Corning Tower - ESP  
9th Floor - Room 943  
Albany, New York 12237

Upon receipt of the district completed form, the Department's Bureau of Long Term Care Reimbursement will transmit a **Personal Care Services Cost Report** form to the Provider for completion and return to the Department. Based upon information contained in the **Personal Care Services Cost Report** form, the Department will generate a personal care services rate(s) which will be transmitted to both the provider and the social services district after Division of Budget approval.

Due to the time frame (90 days) allowed in regulation for the completion of the cost report by providers, the time needed for desk audits of the reports, provider changes and additions, and approval from the Division of the Budget, any contract notifications received after August 1 of each year will be processed for the next rate year.

Questions regarding the rate process may be directed to the Bureau of Long Term Care Reimbursement, Personal Care Rate Unit at 518-473-5331. Questions regarding the provision of Personal Care Services may be directed to Margaret O. Willard, Shirley Gnacik, or Cynthia Buswell, Personal Care Services Program Field Monitors, at 518-473-5569 or 518-474-2150 or 518-474-2148, respectively.

Robert W. Barnett  
Director  
Office of Continuing Care