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Karen Salacki, Area Director

Memorandum

To: Provider Network

From: Linda Hawley, Director of Quality Assurance and Provider Relations

Date: December 2, 2009

During our November 23, 2009 Provider Meeting the following question was posed:

Question:

If a consumer transfers from Company A to Company B and Company B revises the PCP rather than creating a new one, per the Service Records Manual, will there be any issues at forthcoming audits because Company B will not have the original PCP in their record with original signatures only a copy of it?

We have consulted with the Division of MH/DD/SA Services and received the following clarification:

Answer:

The Records Management & Documentation Manual [RM&DM] does not require a new PCP when the new provider begins services. Only a review and revision of the PCP, complete with the appropriate signatures, is required. The original PCP stays with the provider of origin and a copy is sent to the new provider. The new provider then uses the existing PCP to make the appropriate revisions. If the new provider is providing the same service[s] and no new service is being added, then a new order is not needed. The original service orders that appear on the copy of the complete PCP are still valid at that point.