



A **xerox**  Company

ACS is now a Xerox company

November 10, 2010

Attention: Personal Care Agencies

In accordance with 7 AAC 125.090, all individuals employed as Personal Care Assistants are now required to enroll as individual providers. This requirement applies to both consumer-directed and agency-based Personal Care Assistants. Prior to the adoption of 7 AAC 125.090, only the PCA agencies were required to enroll.

The Division of Health Care Services (DHCS), Division of Senior and Disabilities Services (DSDS), and Affiliated Computer Services (ACS) are committed to making the enrollment process as fast and straightforward as possible.

Outreach efforts to supply agencies with the mass enrollment materials have begun. Your agency received the following information on October 21, 2010:

- A spreadsheet to collect the required data for each individual Personal Care Assistant
- A signature page required for each individual Personal Care Assistant enrolling
- A coversheet to properly separate and identify documents belonging to each individual
- A letter to personal care agencies that outlines the enrollment process and provides instructions for completing the spreadsheet and submitting documents

Notification of immediate updates to PCA enrollment was sent to your agency on November 10, 2010, and included the following:

- PCA Memo
- Updated Provider Agreement
- PCA Change of Medicaid Information Form
- PCA Change of Medicaid Information Instruction Document
- Updated PCA Cover Sheet

Each individual Personal Care Assistant enrolling in Alaska Medicaid must supply a copy of a completed W-9 or a copy of their social security card, current First Aid Certificate, and a signature page signed by both the agency and the individual Personal Care Assistant. Photocopies or faxed signature pages cannot be accepted.

Please note: If you have submitted I-9's for SSN validation, ACS has been directed to return those documents to the Agency. Your enrollment packets will not be complete until you submit a W-9 or a copy of a social security card for every Personal Care Assistant.

Questions regarding the enrollment process may be directed to Lyla Crane, Provider Enrollment Supervisor, at 907.644.6853 or lyla.crane@acs-inc.com.

Questions regarding the requirements of PCA enrollment or regulations may be directed to Diane Dishman at 907.269.4135 or diane.dishman@alaska.gov.