



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

November 29, 1994

GENERAL LETTER NO. 16-J-1

ISSUED BY: Bureau of Program Support and Protective Services;
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter J, "In-Home Health-Related Care Services," Title page, Contents (page 1), and pages 1 through 34, new.

Summary

This new chapter replaces existing chapter XIII-O. The chapter is moved to Title 16 to place it close to related chapters on Medicaid waiver services. New administrative rules are incorporated which delete need for a service application and add new timelines for completion of applications.

The SSI payment standard increases, which are effective January 1, 1995, are included in this new chapter.

Effective Date

September 1, 1994, except for payment limits effective January 1, 1995.

Material Superseded

None

Additional Information

If you have any questions, please contact your regional office.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 13, 1995

GENERAL LETTER NO. 16-J-2

ISSUED BY: Bureau of Program Support and Protective Services,
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter J, "In-Home Health Related Care Services," pages
4, and 14, revised.

Summary

Page 4 adds a step to the annual review process for updating the SRS.

Page 14 reflects the 2% increase in the maximum reimbursement rates for in-home health related care. The maximum reimbursement rate for an individual has increased from \$401.85 to \$409.89 per month. This change does not affect client participation or the amount of service reimbursement under existing cases.

Effective Date

July 1, 1995

Material Superseded

Remove from Employees' Manual, Title 16, Chapter J, pages 4 and 14, dated November 29, 1994, and destroy them.

Additional Information

Please contact your regional service administrator if you need additional information.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

July 11, 1995

GENERAL LETTER NO. 16-J-3

ISSUED BY: Bureau of Program Support and Protective Services,
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter J, "In-Home Health Related Care Services," pages 4
and 14, revised.

Summary

Page 14 reflects the 2% increase in the maximum reimbursement rates for in-home health related care. The maximum reimbursement rate for an individual has increased from \$401.85 to \$409.89 per month. This change does not affect client participation or the amount of service reimbursement under existing cases.

Effective Date

July 1, 1995

Material Superseded

Remove from Employees' Manual, Title 16, Chapter J, page 14, dated November 29, 1994, and destroy it.

Additional Information

Please contact your regional service administrator if you need additional information.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

January 23, 1996

GENERAL LETTER NO. 16-J-4

ISSUED BY: Bureau of Program Support and Protective Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter J, *In-Home Health-Related Care Services*, pages 14 and 15, revised.

Summary

The basic SSI income standards have increased. The revised manual pages reflect the changes.

Effective Date

January 1, 1996

Material Superseded

Remove from Employees' Manual, Title 16, Chapter J, page 14, dated July 11, 1995, and page 15, dated November 29, 1994, and destroy them.

Additional Information

Please contact your regional service administrator if you need additional information.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 25, 1996

GENERAL LETTER NO. 16-J-5

ISSUED BY: Bureau of Program Support and Protective Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter J, *In-Home Health-Related Care Services*, pages 14 and 15, revised.

Summary

The maximum monthly cost of service has increased. Revised manual page 14 reflects the change. There are new rules requiring health care services to be supervised by a registered nurse and approved by a physician before the Department can pay for the services. Revised manual page 15 reflects this change.

Effective Date

July 1, 1996

Material Superseded

Remove from Employees' Manual, Title 16, Chapter J, pages 14 and 15, dated January 23, 1996, and destroy them.

Additional Information

Please contact your regional service administrator if you need additional information.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 10, 1997

GENERAL LETTER NO. 16-J-6

ISSUED BY: Bureau of Program Support and Protective Services
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter J, *In-Home Health-Related Care Services*, pages 14, and 15, revised.

Summary

The current maximum payment per month and the basic SSI income standard are increased due to cost-of-living increase and the maintenance-of-effort increase.

Effective Date

April 1, 1997

Material Superseded

Remove from Employees' Manual, Title 16, Chapter J, pages 14 and 15, dated June 25, 1996, and destroy them:

Additional Information

Please contact your regional service administrator if you need additional information.



February 10, 1998

GENERAL LETTER NO. 16-J-7

ISSUED BY: Bureau of Program Support and Protective Services
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter J, *In-Home Health-Related Care Services*, pages 3 through 7, 13 through 17, 33, and 34, revised.

Summary

The basic SSI income standard is increased due to cost-of-living increase. When to terminate services; discussing termination procedures with the client and provider; and notifying the income maintenance, client, nurse and provider is clarified. When income maintenance terminates benefits because the client is no longer financially eligible, income maintenance will send the notice and a copy to services, which will be used as the official notice.

Effective Date

January 1, 1998

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 2)	November 29, 1994
3	November 29, 1994
4	July 11, 1995
5-7, 13	November 29, 1994
14, 15	June 10, 1997
16, 17, 33, 34	November 29, 1994

Additional Information

Please contact your regional service administrator if you need additional information.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

January 12, 1999

GENERAL LETTER NO. 16-J-8

ISSUED BY: Bureau of Individual and Family Support and Protective Services
Division of Adult, Children and Family Services.

SUBJECT: Employees' Manual, Title 16, Chapter J, *In-Home Health Related Care Services*, pages 4, 14 and 15, revised.

Summary

The instruction to have a client sign a new *Application for Medical Assistance* at the annual review has been deleted on page 4. The current maximum payment per month has been increased on page 14. The current federal benefit rate has been increased on page 14 and 15.

Effective Date

January 1, 1999

Material Superseded

Remove from Employees' Manual, 16, Chapter J, pages 4, 14, and 15, all dated February 10, 1998, and destroy them.

Additional Information

Refer questions about this general letter to your regional service payment administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

October 26, 1999

GENERAL LETTER NO. 16-J-9

ISSUED BY: Bureau of Program Support and Protective Services
Division of Adult, Children and Family Services.

SUBJECT: Employees' Manual, Title 16, Chapter J, *In-Home Health-Related Care Services*, Contents (page 1), revised; Contents (page 2), corrected; pages 3, 4, 18 through 26, and 29, revised; page 24a, new.

Summary

Instructions for entering in-home health-related care invoices onto the Purchase of Service System have been added to the sections relating to the *Provider Agreement*, invoices, processing payments, forms, and list of requirements.

Effective Date

December 1, 1999, for November invoices.

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	November 29, 1994
Contents (page 2, printed as p. 1)	February 10, 1998
3	February 10, 1998
4	January 12, 1999
18-26, 29	November 29, 1994

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

December 14, 1999

GENERAL LETTER NO. 16-J-10

ISSUED BY: Bureau of Program Support and Protective Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter J, *In-Home Health Related Care*, pages
4, 14, and 15, revised.

Summary

The direction on page 4 to "enter invoice information on-line onto the POSE screen" under **Case Maintenance** the **List of Requirements** has been changed to "enter invoice information on-line onto the POSI screen."

The current maximum payment per month and SSI income standards have been increased in accordance with increases in SSI and federally administered State Supplementary Assistance payment levels on page 14.

Examples on how to determine a person's client participation are changed to use increased SSI income standards on page 15.

Effective Date

January 1, 2000

Material Superseded

Remove from Employees' Manual, Title 16, Chapter J, page 4, dated October 26, 1999, and pages 14 and 15, both dated January 12, 1999, and destroy them.

Additional Information

Refer questions about this general letter to your regional service administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

August 29, 2000

GENERAL LETTER NO. 16-J-11

ISSUED BY: Bureau of Protective Services
Division of Adult, Children and Family Services.

SUBJECT: Employees' Manual, Title 16, Chapter J, ***IN-HOME HEALTH-RELATED CARE SERVICES***, pages 14 and 31, revised.

Summary

The current maximum payment per month has been increased from \$466.49 to \$471.06 (on page 14). The manual reference for amending an agreement for when a client has died or become incapacitated has been corrected from **PAYMENTS FOR SERVICE** to **Client Dead or Incapacitated**.

Effective Date

August 1, 2000

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
14	December 14, 1999
31	November 29, 1994

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

April 24, 2001

GENERAL LETTER NO. 16-J-12

ISSUED BY: Bureau of Protective Services
Division of Adult, Children, and Family Services.

SUBJECT: Employees' Manual, Title 16, Chapter J, *IN-HOME HEALTH-RELATED CARE SERVICES*, pages 2 through 9, 12, 14 through 20, and 30 through 34, revised.

Summary

Revisions to this chapter include:

- ◆ Increase in the maximum payment per month to \$483.31, effective May 1, 2001.
- ◆ The current payment standards for Supplemental Security Income (SSI) on page 14.
- ◆ Updating examples to explain the amount of in-home health-related care service that can be provided to people, depending on their income, on page 15 to reflect the SSI increases.
- ◆ Updates of the form numbers on existing forms.

Effective Date

May 1, 2001

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
2	November 29, 1994
3	October 26, 1999
4	December 14, 1999
5-7	February 10, 1998
8, 9, 12	November 29, 1994
14	August 29, 2000
15	December 14, 1999
16, 17	February 10, 1998

18-20	October 26, 1999
30	November 29, 1994
31	August 29, 2000
32	November 29, 1994
33, 34	February 10, 1998

Additional Information

Refer questions about this general letter to your regional service administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

July 17, 2001

GENERAL LETTER NO. 16-J-13

ISSUED BY: Bureau of Protective Services
Division of Adult, Children and Family Services.

SUBJECT: Employees' Manual, Title 16, Chapter J, *IN-HOME HEALTH-RELATED CARE SERVICES*, page 14, revised.

Summary

The current maximum per month payment and the SSI basic income standard will increase on August 1, 2001, due to a correction in the consumer price index.

Effective Date

August 1, 2001

Material Superseded

Remove page 14, dated April 24, 2001, from Employees' Manual, Title 16, Chapter J, and destroy it.

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



February 26, 2002

GENERAL LETTER NO. 16-J-14

ISSUED BY: Bureau of Protective Services, Division of Behavioral, Development and Protective Services for Families, Adults, and Children

SUBJECT: Employees' Manual, Title 16, Chapter J, IN-HOME HEALTH-RELATED CARE SERVICES, pages 2, 3, 7, 14, 15, 18, 30, and 32, revised.

Summary

This chapter is updated to:

- Reflect that the Health Services Application, form 470-2927 or 470-2927(S), is replacing form 470-0442, Application for Medical Assistance or State Supplementary Assistance.
Clarify that clients who are financially eligible and are receiving SSI must sign the Health Services Application to apply for in-home health-related care..
Increase the SSI basic income standards effective January 1, 2002.
Change "area administrator" references to "service area manager or designee."

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter J, and destroy them:

Table with 2 columns: Page, Date. Rows: 2, 3, 7 (April 24, 2001); 14 (July 17, 2001); 15, 18, 30, 32 (April 24, 2001)

Additional Information

Use up remaining supplies of form 470-0442, Application for Medical Assistance or State Supplementary Assistance. When supplies are exhausted, use the Health Services Application, form 470-2927 or 470-2927(S).

Refer questions about this general letter to your service area manager or designee.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

July 23, 2002

GENERAL LETTER NO. 16-J-15

ISSUED BY: Bureau of Protective Services
Division of Behavioral, Developmental, and Protective Services for Families,
Adults, and Children

SUBJECT: Employees' Manual, Title 16, Chapter J, *IN-HOME HEALTH-RELATED
CARE SERVICES*, pages 7, 32, 33, 34, and revised; and page 35, new.

Summary

This chapter is revised to:

- ◆ Add the procedure on how to delete a provider or client from the POSS system.
- ◆ Clarify that when applying for the in home health related care program using form 470-2927 or 470-2927(S), *Health Services Application*, it is not necessary for a client to also sign form 470-0615, or 470-0615(S), *Application for All Social Services*.

Effective Date

Upon receipt

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
7, 32	February 26, 2002
33, 34	April 24, 2001

Additional Information

Refer questions about this general letter to your service area manager or designee.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

January 14, 2003

GENERAL LETTER NO. 16-J-16

ISSUED BY: Bureau of Protective Services
Division of Behavioral, Developmental, and Protective Services for Families,
Adults and Children

SUBJECT: Employees' Manual, Title 16, Chapter J, *IN-HOME HEALTH-RELATED CARE SERVICES*, pages 2, 4, 14, and 15, revised.

Summary

This chapter is revised to:

- ◆ Add legal references to the "List of Requirements" section.
- ◆ Add to the responsibilities under "Annual Review" assisting the client with completing form 470-2927, *Health Services Application*, and reminding the client to obtain a physician's physical examination.
- ◆ Increase the maximum payment per month to \$503.67 effective January 1, 2003.
- ◆ Increase in the basic SSI rates effective January 1, 2003.
- ◆ Update the examples of supplementation.

Effective Date

January 1, 2003

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
2	February 26, 2002
4	April 24, 2001
14, 15	February 26, 2002

Additional Information

Refer questions about this general letter to your service area manager.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

January 20, 2004

GENERAL LETTER NO. 16-J-17

ISSUED BY: Bureau of Protective Services, Division of Behavioral, Developmental and Protective Services for Families, Adults and Children

SUBJECT: Employees' Manual, Title 16, Chapter J, *IN-HOME HEALTH-RELATED CARE*, pages 14 and 15, revised.

Summary

This chapter is revised to reflect:

- ◆ The increase in basic SSI rates as of January 1, 2004.
- ◆ A decrease in the maximum supplementation per month effective February 1, 2004.

In order to stay within the State Supplementary Assistance budget for this fiscal year, it is necessary to reduce the maximum amount per month for in-home health-related care. The current maximum amount of \$503.67 is being reduced to \$480.55.

Every in-home health-related care client whose monthly supplementation is \$480.55 or more will require:

- ◆ A new *Provider Agreement*, form 470-0636, signed by both the client and the provider.
- ◆ A *Notice of Decision: Services*, form 470-0602, explaining the reduction, issued after the *Provider Agreement* is signed.
- ◆ A change on the POSS system POSP screen, entered before the February billings are entered on March 1, 2004.

This reduction is not expected to be temporary, and the reduction will NOT be automatically taken out at the time of payment. Therefore, rather than completing form 470-1999, *Amendment to Provider Agreement*, which is specifically for Department-authorized reductions in payment, workers should make the changes on form 470-0636, *Provider Agreement*.

Effective Date

January 1, 2004, for SSI rates.

February 1, 2004, for maximum per month supplementation.

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
14, 15	January 14, 2003

Additional Information

Refer questions about this general letter to your service area manager.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

February 10, 2004

GENERAL LETTER NO. 16-J-18

ISSUED BY: Bureau of Protective Services
Division of Behavioral, Developmental and Protective Services for
Families, Adults and Children

SUBJECT: Employees' Manual, Title 16, Chapter J, ***IN-HOME HEALTH-RELATED CARE***, pages 3 and 4, revised; and page 4a, new.

Summary

The chapter is revised to add to the list of requirements for in-home health that clients and providers must sign form 470-3951, *Authorization to Obtain or Release Health Care Information*, to allow the Department to receive the *Physical Report* and *Provider Health Assessment*.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
3	February 26, 2002
4	January 14, 2003

Additional Information

Refer questions about this general letter to your service area manager.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

June 10, 2005

GENERAL LETTER NO. 16-J-19

ISSUED BY: Bureau of Protective Services,
Division of Behavioral, Developmental and Protective Services for
Families, Adults and Children

SUBJECT: Employees' Manual, Title 16, Chapter J, *IN-HOME HEALTH-RELATED
CARE SERVICES*, page 14, revised.

Summary

Increase the SSI basic income standards.

Effective Date

January 1, 2005

Material Superseded

Remove from Employees' Manual, Title 16, Chapter J, page 14, dated January 20, 2004, and destroy it.

Additional Information

Refer questions about this general letter to your service area manager.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 23, 2005

GENERAL LETTER NO. 16-J-20

ISSUED BY: Bureau of Protective Services,
Division of Behavioral, Developmental and Protective Services for
Families, Adults and Children

SUBJECT: Employees' Manual, Title 16, Chapter J, *IN-HOME HEALTH-RELATED
CARE SERVICES*, pages 19 through 22 and 26, revised.

Summary

This chapter is revised to:

- ◆ Add to the instructions for processing payments. An invoice may not be entered into POSS, the Purchase of Service System, until after the month is over. The first day an invoice may be entered into the system is the first day of the following month.
- ◆ Add reasons that a person may be denied services.
- ◆ Update organizational references.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
19, 20	April 24, 2001
21, 22, 26	October 26, 1999

Additional Information

Refer questions about this general letter to your service area manager.



December 30, 2005

GENERAL LETTER NO. 16-J-21

ISSUED BY: Bureau of Protective Services,
Division of Behavioral, Developmental and Protective Services for Families
Adults and Children

SUBJECT: Employees' Manual, Title 16, Chapter J, ***IN-HOME HEALTH-RELATED
CARE SERVICES***, pages 3, 4, 13, 14, 15, 23, and 32, revised.

Summary

This chapter is revised to:

- ◆ Add instructions to delete the client's social security number before sending copies of the *Provider Agreement* to the client and provider.
- ◆ Change the vendor code to the client's social security number, rather than the payee's social security number.
- ◆ Update the SSI basic income standards.

Effective Date

January 1, 2006.

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
3, 4	February 10, 2004
13	February 10, 1998
14	June 10, 2005
15	January 20, 2004
23	October 26, 1999
32	January 23, 2002

Additional Information

Refer questions about this general letter to your area service administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

April 14, 2006

GENERAL LETTER NO. 16-J-22

ISSUED BY: Bureau of Protective Services
Division of Behavioral, Developmental and Protective Services for Families,
Adults and Children

SUBJECT: Employees' Manual, Title 16, Chapter J, ***IN-HOME HEALTH-RELATED CARE SERVICES***, Contents (page 1), revised; and pages 16, 17, 29, and 30, revised.

Summary

This chapter is revised to add the clarification that providers need a different *Provider Agreement*, form 470-0636, for each client, and clients need a different *Provider Agreement* for each provider. Therefore, clients and providers may each have more than one provider number, one for each *Agreement*.

Effective Date

Upon receipt.

Material Superseded

Remove the following the pages from Employees' Manual, Title 16, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	October 26, 1999
16, 17	April 24, 2001
29	October 26, 1999
30	February 26, 2002

Additional Information

Refer questions about this general letter to your service area administrator.



December 15, 2006

GENERAL LETTER NO. 16-J-23

ISSUED BY: Bureau of Protective Services
Division of Children and Families Services

SUBJECT: Employees' Manual, Title 16, Chapter J, *IN-HOME HEALTH-RELATED CARE SERVICES*, pages 2, 3, 4, 7, 14, 15, and 30, revised.

Summary

This chapter is revised to:

- ◆ Eliminate the policy of requiring service workers to keep a copy of the first and last pages of the *Health Services Application*, form 470-2927 or 470-2927(S), in the service case file to serve in the place of the *Application for All Social Services*, form 470-0615 or 470-0615(S). The signed copy of the *Health Services Application* maintained in the income maintenance case file is sufficient for both service and income maintenance purposes.
- ◆ Reflect the increase in the SSI basic income standards.

Effective Date

January 1, 2007

Material Superseded

Remove the following the pages from Employees' Manual, Title 16, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
2	January 14, 2003
3, 4	December 30, 2005
7	July 23, 2002
14, 15	December 30, 2005
30	April 14, 2006

Additional Information

Refer questions about this general letter to your area service administrator.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

January 4, 2008

GENERAL LETTER NO. 16-J-24

ISSUED BY: Bureau of Protective Services
Division of Child and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter J, *IN-HOME HEALTH-RELATED CARE*, Contents (page 1), revised; pages 14, 15, 21, 27, 28, and 29, revised.

Summary

The following revisions have been made:

- ◆ The 2008 SSI payment standards and examples of how to determine if a client is financially eligible are updated.
- ◆ A new section on how to have a client's in-home health related care payment directly deposited into a bank account is added.

Effective Date

January 1, 2008

Material Superseded

Remove the following the pages from Employees' Manual, Title 16, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	April 14, 2006
14, 15	December 30, 2006
21	September 23, 2005
27, 28	November 29, 1994
29	April 14, 2006

Additional Information

Refer questions about this general letter to the area social work administrator.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

October 17, 2008

GENERAL LETTER NO. 16-J-25

ISSUED BY: Bureau of Protective Services,
Division of Child and Family Services.

SUBJECT: Employees' Manual, Title 16, Chapter J, ***IN-HOME HEALTH-RELATED CARE SERVICES***, Title page, revised; Contents (page 1), revised; pages 1 through 35, revised; and pages 36 through 39, new.

Summary

The chapter is completely reformatted. Text changes have to do with forms, as follows:

- ◆ Form 470-2927 or 470-2927(S), *Health Services Application*, is available to the public on the Department's web page. The *Health Services Application* is no longer used for financial eligibility reviews.
- ◆ There is a new form, 470-3118 or 470-3118(S), *Medicaid Review*, which is now used for financial eligibility reviews instead of the *Health Services Application*. The income maintenance computer system automatically issues the *Medicaid Review* to the client at the time of review.
- ◆ Form 470-0506, *Service Report*, which is used to communicate with income maintenance, is now available in Outlook as a template.
- ◆ Form 470-0583, *Individual Client Case Plan*, has been updated and added to 16-J-Appendix and Outlook. The instructions have also been updated.
- ◆ Form 470-0672, *Provider Health Assessment*, has been added to the Department's web page.
- ◆ Form 470-0636, *Provider Agreement*, has been added to Outlook and to the Department's web page.
- ◆ Form 470-0602 or 470-0602(S), *Notice of Decision: Services*, has been added to Outlook.

Effective Date

Upon receipt.

Material Superseded

Remove the entire Chapter J from Employees' Manual, Title 16, and destroy it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	November 29, 1994
Contents (page 1)	January 4, 2008
Contents (page 2)	February 10, 1998
1	November 29, 1994
2-4	December 15, 2006
4a	February 10, 2004
5, 6	April 24, 2001
7	December 15, 2006
8, 9	April 24, 2001
10, 11	November 29, 1994
12	April 24, 2001
13	December 30, 2005
14, 15	January 4, 2008
16, 17	April 14, 2006
18	February 26, 2002
19-23	September 23, 2005
24, 24a, 25	October 26, 1999
26	September 23, 2005
27-29	January 4, 2008
30	December 26, 2002
31	April 24, 2001
32	December 30, 2005
33-35	July 23, 2002

Additional Information

Refer questions about this general letter to your area service administrator.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

April 17, 2009

GENERAL LETTER NO. 16-J-26

ISSUED BY: Bureau of Protective Services,
Division of Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter J, ***IN-HOME HEALTH-RELATED CARE***, Contents (page 1), revised; pages 15, 16, 33, and 37, revised.

Summary

This chapter is revised to:

- ◆ Update the SSI income standards,
- ◆ Change the frequency that Department social workers are required to review the total care plan of an in-home health-related care client from every three months to every six months, and
- ◆ Change the expectations of what the Department social worker will do when a client requests termination of services from making arrangements for guardianship, commitment or other protective placement to "assistance with making any necessary arrangement to ensure the client's needs will be met in a safe environment."

Effective Date

April 1, 2009

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	October 17, 2008
15, 16, 33, 37	October 17, 2008

Additional Information

Refer questions about this general letter to your area social work administrator.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

October 22, 2010

GENERAL LETTER NO. 16-J-27

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter J, ***IN-HOME HEALTH-RELATED CARE SERVICES***, pages 3, 17, and 36, revised.

Summary

Chapter 16-J is revised to change references to the *Provider Health Assessment*, form 470-0672, as the "physician's" assessment to the "health" assessment. In addition to a physician, an advanced registered nurse practitioner or a physician assistant who is working under the direction of a physician may complete the form.

Effective Date

September 1, 2010

Material Superseded

This material replaces the following pages from Employees' Manual, Title 16, Chapter J:

<u>Page</u>	<u>Date</u>
3, 17, 36	October 17, 2008

Additional Information

Refer questions about this general letter to your area social work administrator.



STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

April 15, 2011

GENERAL LETTER NO. 16-J-28

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter J, ***IN-HOME HEALTH-RELATED CARE SERVICES***, pages 33 and 34, revised.

Summary

Chapter 16-J is revised to update the instructions for completing the POSP screen when a client dies or becomes incapacitated and the check needs to be mailed to the provider.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 16, Chapter J:

<u>Page</u>	<u>Date</u>
33	April 17, 2009
34	October 17, 2008

Additional Information

Refer questions about this general letter to your area social work administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 18, 2011

GENERAL LETTER NO. 16-J-29

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter J, ***IN-HOME HEALTH-RELATED CARE SERVICES***, Title page, revised; and pages 5, 22, 32, 33, and 34, revised.

Summary

Chapter 16-J is revised to:

- ◆ Reflect the change in the review period for the entire care plan from three months to six months in the chapter overview;
- ◆ Add to review section a reminder to document the review in the case file narrative; and
- ◆ Update the name of the Bureau of Purchasing, Payment, Receipts and Payroll.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 16, Chapter J:

<u>Page</u>	<u>Date</u>
Title page	October 17, 2008
5, 22, 32	October 17, 2008
33, 34	April 15, 2011

Additional Information

Refer questions about this general letter to your area social work administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

January 9, 2015

GENERAL LETTER NO. 16-J-30

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter J, ***IN-HOME HEALTH-RELATED CARE SERVICES***, Contents (page 1), revised; and pages 1 through 30, revised.

Summary

Chapter 16-J is revised to enter the In-Home Health-Related Care program into the ISIS system. These changes impact how payments are made to clients or their payee. Services, payments, and providers will now be entered into the ISIS system.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 16, Chapter J:

<u>Page</u>	<u>Date</u>
Contents (page 1)	April 17, 2009
1, 2	October 17, 2008
3	October 22, 2010
4	October 17, 2008
5	November 18, 2011
6-14	October 17, 2008
15, 16	April 17, 2009
17	October 22, 2010
18-21	October 17, 2008
22	November 18, 2011
23-31	October 17, 2008
32-34	November 18, 2011
35	October 17, 2008
36	October 22, 2010
37	April 17, 2009
38, 39	October 17, 2008

Additional Information

Refer questions about this general letter to your area service administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 6, 2015

GENERAL LETTER NO. 16-J-31

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter J, ***IN-HOME HEALTH-RELATED CARE SERVICES***, pages 23 and 24, revised.

Summary

Chapter 16-J is revised to update policy on canceling an authorization for direct deposit and reverting to a state warrant.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 16, Chapter J:

<u>Page</u>	<u>Date</u>
23, 24	January 9, 2015

Additional Information

Refer questions about this general letter to your area service administrator.