

N.C. Department of Health and Human Services – Division of Medical Assistance  
**REQUEST FOR INDEPENDENT ASSESSMENT FOR PERSONAL CARE SERVICES (PCS)  
ATTESTATION OF MEDICAL NEED  
INSTRUCTIONS**

*PCS is a Medicaid benefit based on the need for assistance with Activities of Daily Living (ADLs), which means bathing, dressing, toileting, eating, and transferring/functional mobility in the home.*

Page 1 and 2 shall be completed by the beneficiary's primary care practitioner\* or the inpatient practitioner, and the beneficiary must have been seen by their PCP within the past 90 days.

- Step 1** Form must be completed by PCP for new requests and Changes of Status – Medical. Select the appropriate box for the reason you are completing the form and include the date of the request.
- Step 2** Please complete the beneficiary's demographic information in Section A, including where the beneficiary currently resides. The beneficiary's name should be the same as appears on their Medicaid card. If the beneficiary currently resides in or is seeking admission into an Adult Care Home, the facility's information should be used as the beneficiaries address and phone number. The Alternate Contact should not be a PCS Provider.
- Step 3** Section B contains the information about the beneficiary's medical conditions that currently limit his/her ability to perform ADLs independently. The medical diagnosis and the complete ICD-10 code related to the ADL deficit are required for processing.
- Opt. Step 4** For the Optional Attestation (see form), initial only if the beneficiary meets the requirement.
- Step 5** Please complete the practitioner and practice information in Section C. You may use the practice stamp if applicable. Sign and date once completed. Signature stamps are not allowed.

- Change of Status – Medical** If applicable, please describe the change in condition and how it impacts their need for assistance.
- PRACTITIONER FORM ENDS HERE**

**FOR NON-MEDICAL CHANGE OF STATUS OR CHANGE OF PROVIDER REQUESTS, COMPLETE PAGE 3 ONLY.**

*This page may be completed by the beneficiary, beneficiary's family, or legally responsible person; home care provider; or residential provider.*

- Step 1** Select the appropriate box for the reason you are completing the form and include the date of the request.
- Step 2** Please complete the beneficiary's demographic information, including where the beneficiary currently resides. The beneficiary's name should be the same as it appears on their Medicaid card. The Alternate Contact should not be a PCS Provider.
- Step 3** Complete the appropriate section for the requested change; Change of Status: Non-Medical (**Section E**) or Change of Provider (**Section F**).

Completed form should be faxed to Liberty Healthcare Corporation-NC at 919-307-8307 or 855-740-1600 (toll free). For the Expedited Assessment Process or questions, call 855-740-1400 or 919-322-5944.

*\*If beneficiary does not have a PCP, the practitioner providing care and treatment for the medical, physical or cognitive condition causing the functional limitation may complete the form.*

**North Carolina Department of Health and Human Services - Division of Medical Assistance  
REQUEST FOR INDEPENDENT ASSESSMENT FOR PERSONAL CARE SERVICES (PCS)  
ATTESTATION OF MEDICAL NEED**

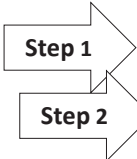
**PCS is a Medicaid benefit based on an unmet need for assistance with Activities of Daily Living (ADLs), which means bathing, dressing, toileting, eating, and mobility in the setting of care.**

Completed form should be faxed to Liberty Healthcare Corporation-NC at 919-307-8307 or 855-740-1600 (toll free).

**For the Expedited Assessment Process contact Liberty Healthcare Corporation at 1-855-740-1400.**

For questions, call 855-740-1400 or 919-322-5944 or send an email to NC-IAsupport@libertyhealth.com.

**Please select one:**  New Request  Change of Status: Medical **Date of Request:** \_\_\_/\_\_\_/\_\_\_



**SECTION A. BENEFICIARY DEMOGRAPHICS**

**Beneficiary's Name:** First: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_ **DOB:** \_\_\_/\_\_\_/\_\_\_

**Medicaid ID#:** \_\_\_\_\_ **PASRR#(For ACHs Only):** \_\_\_\_\_ **PASRR Date:** \_\_\_/\_\_\_/\_\_\_

**Gender:**  M  F **Language:**  English  Spanish  Other \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**County:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Alternate Contact (Non-PCS Provider)/Parent/Guardian (required if beneficiary < 18): Name: \_\_\_\_\_

Relationship to Beneficiary: \_\_\_\_\_ Phone: \_\_\_\_\_

Active Adult Protective Services Case?  Yes  No

**Beneficiary currently resides:**  At home  Adult Care Home  Hospitalized/medical facility  Skilled Nursing Facility  
 Group Home  Special Care Unit (SCU)  Other \_\_\_\_\_ D/C date (Hospital/SNF) : \_\_\_/\_\_\_/\_\_\_



**SECTION B. BENEFICIARY'S CONDITIONS THAT RESULT IN NEED FOR ASSISTANCE WITH ADLS**

Identify the current **medical diagnoses related to the beneficiary's need for assistance with** qualifying Activities of Daily Living (bathing, dressing, mobility, toileting, and eating). List both the diagnosis and the ICD-10 code for each.

Medical Diagnosis	ICD-10 Code (Complete Codes Only)	Impacts ADLs	Date of Onset (mm/yyyy)
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

**In your clinical judgment, the ADL limitations are:**  Short Term (3 Months)  Intermediate (6 Months)  
 Expected to resolve or improve (with or without treatment)  Chronic and stable  Age Appropriate

**Is Beneficiary Medically Stable?**  Yes  No

**Is 24-hour caregiver availability required to ensure beneficiary's safety?**  Yes  No



**OPTIONAL ATTESTATION: Practitioner should review the following and initial only if applicable:**

The **beneficiary requires an increased level of supervision.** Initial if Yes: \_\_\_\_\_

The **beneficiary requires caregivers with training or experience** in caring for individuals who have a degenerative disease, characterized by irreversible memory dysfunction, that attacks the brain and results in impaired memory, thinking, and behavior, including gradual memory loss, impaired judgment, disorientation, personality change, difficulty in learning, and the loss of language skills. Initial if Yes: \_\_\_\_\_

Regardless of setting, the **beneficiary requires a physical environment that includes modifications and safety measures** to safeguard the beneficiary because of the beneficiary's gradual memory loss, impaired judgment, disorientation, personality change, difficulty in learning, and the loss of language skills. Initial if Yes: \_\_\_\_\_

The **beneficiary has a history of safety concerns** related to inappropriate wandering, ingestion, aggressive behavior, and an increased incidence of falls. Initial if Yes: \_\_\_\_\_

Step 5

**SECTION C. PRACTITIONER INFORMATION**

Attesting Practitioner's Name: \_\_\_\_\_ Practitioner NPI#: \_\_\_\_\_

Select one:  Beneficiary's Primary Care Practitioner  Outpatient Specialty Practitioner  Inpatient Practitioner

Practice Name: \_\_\_\_\_

Practice Stamp:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Practice NPI#: \_\_\_\_\_

Practice Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Date of last visit to Practitioner : \_\_\_\_/\_\_\_\_/\_\_\_\_ \*\*Note: Must be < 90 days from request date

Sign Here

**Practitioner Signature AND Credentials:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Signature stamp not allowed\*

*"I hereby attest that the information contained herein is current, complete, and accurate to the best of my knowledge and belief. I understand that my attestation may result in the provision of services which are paid for by state and federal funds and I also understand that whoever knowingly and willfully makes or causes to be made a false statement or representation may be prosecuted under the applicable federal and state laws."*

Change of Status - Medical

**SECTION D. CHANGE OF STATUS: MEDICAL**

**Complete for medical change of status request only.**

Describe the specific medical change in condition and its impact on the beneficiary's need for hands on assistance (required for all reasons):

**- PRACTITIONER FORM ENDS HERE -**

This Space Intentionally Left Blank

Beneficiary Name: \_\_\_\_\_

MID#: \_\_\_\_\_

**FOR NON-MEDICAL CHANGE OF STATUS OR CHANGE OF PROVIDER REQUESTS, COMPLETE THIS PAGE ONLY.**

**Step 1** Please select one:  Change of Status: Non-Medical  Change of PCS Provider **Date of Request:** \_\_\_/\_\_\_/\_\_\_

**Step 2** Beneficiary's Name: First: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_

Medicaid ID#: \_\_\_\_\_ Gender:  M  F Language:  English  Spanish  Other \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Contact (Non-PCS Provider)/Parent/Guardian (required if beneficiary < 18): Name: \_\_\_\_\_

Relationship to Beneficiary: \_\_\_\_\_ Phone: \_\_\_\_\_

Beneficiary currently resides:  At home  Adult Care Home  Hospitalized/medical facility  Skilled Nursing Facility  
 Group Home  Special Care Unit (SCU)  Other \_\_\_\_\_ D/C date (Hospital/SNF): \_\_\_/\_\_\_/\_\_\_

**SECTION E. CHANGE OF STATUS: NON-MEDICAL**

Requested By (select one):  PCS Provider  Beneficiary  
Responsible Party:  Guardian  Legal Power Of Attorney (POA)  Family (Relationship): \_\_\_\_\_

Requestor Name: \_\_\_\_\_

PCS Provider NPI#: \_\_\_\_\_ PCS Provider Locator Code#: \_\_\_\_\_ (three digit code)

Facility License # (if applicable): \_\_\_\_\_ License Date (if applicable): \_\_\_\_\_ (mm/dd/yyyy)

Provider Contact Name: \_\_\_\_\_ Contact's Position: \_\_\_\_\_

Provider Phone: \_\_\_\_\_ Provider Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Reason for Change in Condition Requiring Reassessment:

- Change in beneficiary's location affecting ability to perform ADLs  Change in caregiver status
- Change in days of need  Other: \_\_\_\_\_

Describe the specific change in condition and its impact on the beneficiary's need for hands on assistance (required for all reasons):

**SECTION F. CHANGE OF PCS PROVIDER**

Requested By (select one):  Care Facility  Beneficiary  Other (Relationship to Beneficiary): \_\_\_\_\_

Requestor Contact's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for Provider Change (select one):

- Beneficiary or legal representative's choice
- Current provider unable to continuing providing services
- Other: \_\_\_\_\_

Status of PCS Services (select one):

- Discharged/Transferred on \_\_\_\_\_ (mm/dd/yyyy)
- Scheduled for discharge/transfer on \_\_\_\_\_ (mm/dd/yyyy)
- Continue receiving services until beneficiary is established with a new provider agency; no discharge/transfer is planned

Beneficiary's Preferred Provider (select one):

<input type="checkbox"/> Home Care Agency	<input type="checkbox"/> Family Care Home	<input type="checkbox"/> Adult Care Home	<input type="checkbox"/> Adult Care Bed in Nursing Facility	<input type="checkbox"/> SLF-5600a	<input type="checkbox"/> SLF-5600c	<input type="checkbox"/> Special Care Unit
---	---	--	---	------------------------------------	------------------------------------	--

Agency Name: \_\_\_\_\_ Phone: \_\_\_\_\_

PCS Provider NPI#: \_\_\_\_\_ PCS Provider Locator Code#: \_\_\_\_\_ (3 digit code)

Facility License # (if applicable): \_\_\_\_\_ License Date (if applicable): \_\_\_\_\_ (mm/dd/yyyy)

Physical Address: \_\_\_\_\_

Change of Status: Non-Medical

Change of Provider