



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lieutenant Governor

MARYLOU SUDDERS
Secretary

The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Office of Medicaid
Office of Long Term Services and Supports
One Ashburton Place, 5th Floor
Boston, Massachusetts 02108



DANIEL TSAI
Assistant Secretary for
MassHealth
www.mass.gov/eohhs

Important Notice

TO PERSONAL CARE ATTENDANTS (PCA) SERVING MASSHEALTH MEMBERS

New MassHealth PCA Overtime Management Program July 2016

Beginning September 1, 2016, a new MassHealth PCA overtime management program will be implemented. Because we recognize the importance of the PCA services you deliver we want to be sure that you have this important information about this new program.

What you need to know about the new program as of September 1, 2016:

- The total amount of PCA hours that your consumer/employer(s) is/are authorized to receive WILL NOT CHANGE.
- The change is that your consumer/employer(s) will need approval from MassHealth before scheduling you to work overtime.
- If you work more than 40 hours a week in total for one or more MassHealth member(s), your consumer/employer(s) will either need approval from MassHealth or will need to hire an additional PCA.

When will MassHealth approve PCA Overtime?

There are two reasons:

- 1) Your consumer/employer will receive authorization to schedule between 40 and 60 hours per week of PCA Service if you live together and you provide your consumer/employer with all their care.
 - Your consumer/employer will need to apply for overtime approval once a year.
- 2) Your consumer/employer needs additional time to hire another PCA to ensure continuity of care.
 - Your consumer/employer can request overtime approval if they require your assistance so that their care is not interrupted while they look for and hire additional PCAs.
 - The first continuity of care overtime approval will be for an eight week period.
 - If your consumer/employer needs more than the eight week period, they may apply for additional continuity of care approvals, which will be for up to a twelve weeks, or the end of the consumer employer's current prior authorization for PCA Services.



Is there a transition period?

Yes. There is a transition period until August 31, 2016.

During the transition period your consumer/employer can continue to schedule you to work up to the number of hours of PCA services for which they have MassHealth authorization. Beginning September 1, 2016, you must not work more than 40 hours per week unless your consumer/employer(s) has/have received overtime approval from MassHealth.

What do I need to do during transition period?

Talk to your consumer/employer(s) about your work schedule to make sure you and your consumer/employer(s) comply with the new overtime policy when it goes into effect on September 1, 2016. **If your consumer/employer(s) needs an overtime approval, ask them to contact their Personal Care Management (PCM) agency as soon as possible to get and submit the Overtime Request Form to MassHealth.**

On and after September 1, 2016, assure that you are not scheduled to work more than the 40 hours per week unless overtime is authorized by MassHealth.

Your consumer/employer(s)'s PCM Agency is available to help your consumer/employer(s) answer questions they have about scheduling.