



Division of Aging and Adult Services
Certification Unit



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TO: AAPD Self-Directed Attendant Care Providers

DATE: March 20, 2015

RE: 2015 Attendant Care Provider Payroll Calendar
And Other Important Issues

2015 Payroll Calendar: Attached is the 2015 Payroll Calendar for attendant care providers employed by Alternatives for Adults with Physical Disabilities (AAPD) clients. As in the past, the calendar assists you in knowing deadlines for submitting timesheets/claim forms and dates that payroll will be completed. You are encouraged to use this calendar as a tool to record your work times each day and to make other notations related to your recordkeeping responsibilities. In addition to the 12-month calendar, you will also find a quick reference calendar that provides key dates.

Medicaid Regulations: As an attendant care provider employed by a Medicaid client, you are responsible for being aware of and complying with all regulations specific to the AAPD Waiver program. Please be advised that the Medicaid Manual containing these regulations can be found at:

<https://www.medicaid.state.ar.us/InternetSolution/Provider/docs/apdwvr.aspx>

Section 1 of the Medicaid Manual covers general policies and Section 2 focuses on the AAPD Waiver Program. You are responsible for reading and knowing both sections. Please discuss any questions you have with your employer who is the Medicaid client. If he/she needs guidance, they can contact their Counseling Support Manager (CSM).

Provider Certification Renewal Application: Claims cannot be paid beyond the expiration date of your certificate. To allow time for your renewal application to be processed, a renewal application should be completed and mailed at least two months prior to the date your certification expires. The renewal application can be accessed via Internet at:

http://www.daas.ar.gov/provider_services.html

There are different applications on this site. For a renewal application, you will need to select and print the [AAPD Attendant Care Provider Certification Renewal](#).

If you need assistance printing a copy of the renewal application or in completing the application, please contact your employer's CSM.

Time Sheet/Claim Form: You should by now be using the revised time sheet/claim form. Time Sheet/Claim forms must be submitted to HP by the cutoff date for the following payroll.

Quality Assurance: This office now has a unit that performs periodic onsite monitoring visits to ensure that regulations are being met. Some of you may have already met the staff during a site visit. If not, please keep in mind that unannounced checks are possible. The staff will be looking for a number of things, including whether you have a current copy of your employer's AAPD Plan of Care; and, if you submit claims electronically, whether you are keeping timesheets that are signed by your employer. You are encouraged to create a binder that remains at the client's home, so copies of your timesheets and other documents can be maintained in an orderly manner. Your employer's CSM is available to assist you in creating a filing system.

Electronic Billing: Several providers find it beneficial to submit claims to HP electronically (on-line), as opposed to mailing paper claims. (Please note that if you submit claims electronically, you must maintain paper timesheets that are signed by your employer verifying the accuracy of time worked and claimed for payment.) If you are interested in filing claims electronically, please contact HP's Provider Assistance Center at 1-800-457-4454. Note: Paper timesheets/claim forms that may become lost or delayed by the postal service and received at HP beyond the cutoff date will not be considered for payment until the next scheduled payroll following the cutoff date the paper timesheet/claim form is actually received at HP.

There have been many changes in the AAPD Program, all designed to ensure that federal and state laws and regulations are met while providing independence for the clients we serve. You are a valued member of our clients' care team, so please never hesitate to contact us if we can be of assistance.

For questions about:

Time sheets, claim forms, and electronic billing; call HP @ 501-376-2211 or 1-800-457-4454.
Direct deposits or missing checks; call PALCO @ 501-753-0999 or 1-877-753-0999 toll free.
Paychecks placed on hold; call DHHS/DAAS @ 501-682-2441 or 501-320-6587.

Thank you for your continued dedication and work.