

## MEMORANDUM

**TO:** LTHHCP and AIDS Home Care Program Members  
**FROM:** Anne Hill, Community Services Policy Analyst  
**DATE:** March 15, 2010  
**SUBJECT:** **DOH Publishes LTHHCP Consumer Information Booklet**  
**ROUTE TO:** Administrators, Program Directors

ABSTRACT: LDSS' required to distribute consumer information booklet to all individuals seeking nursing home placement.

NYAHS Center has learned that DOH has finally completed the LTHHCP Consumer Information Booklet. Local Departments of Social Services (LDSS) are required to issue the booklet to all individuals seeking nursing home placement, existing authorized LTHHCP/AHCP participants and new applicants, and other individuals who may be interested in Medicaid-covered community-based home care services.

The purpose of the Consumer Information Booklet and forms is to:

- Provide information about the LTHHCP which includes the AHCP;
- Provide brief information on other available Medicaid waiver programs for which an individual may be eligible;
- Provide and document the individual's choice of Medicaid home care services and/or other available Medicaid waiver programs;
- Provide contact information to enrolled LTHHCP/AHCP participants;
- Survey participant satisfaction as required for the LTHHCP/AHCP LDSS Quarterly Report; and,
- Comply with CMS waiver assurance requirements.

**Effective immediately**, whenever an individual is being admitted to the LTHHCP/AHCP under the alternate entry process, LTHHCP/AHCP agency staff must provide the Consumer Information Booklet, Freedom of Choice form and other materials to the applicant to assure their freedom of choice of program, provider, and services.

For your convenience, the DAL, booklet, and other and forms are attached to this memo.

If you have any questions or comments regarding the contents of this memo, contact Anne Hill at 518-449-2707, ext. 141, or at [ahill@nyahsa.org](mailto:ahill@nyahsa.org).

Attachment