



Vermont's Guide to Aging & Disabilities Database on SAMS2000™

*Quick Reference Guide for using SAMS2000™
Choices for Care (VT LTC Waiver)*



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Table of Contents

Shortcuts	3
Quick Enrollment View	3
Quick Contacts View	4
Printing Service Plan Details	5
Screen/Text Size	6
Making The Entire Screen Larger	6
Making Screen Prompts Larger.....	7
Changing Size of Assessment Questions	11
Care Plan Default Duration	13
SAMS Statuses and Reasons	15
SAMS Status and Reason Definitions.....	15
SAMS Status Dates	17
Definition of Terms	18
Glossary of Terms	19

Shortcuts

Quick Enrollment View

To quickly view an enrollment for a consumer from the Consumer Listing screen, follow these easy steps:

1. Highlight Consumer.
2. Click "Care Enrollments" above the Search button.
3. A box will appear with the Care Enrollment information for that Consumer. See below for what the screen will look like:

The screenshot displays the SAMS application window. The main window title is "Social Assistance Management System - [Consumers]". The menu bar includes "File", "Edit", "View", "Tools", "Window", and "Help". The toolbar contains various icons for "Consumers", "Rosters", "Routes", "Reports", "Contracts", "Unit Distribution", "Invoices", and "Payments". Below the toolbar, there are buttons for "Close Consumers", "Register", "New", "Open", "Delete", "Properties", "Contacts", "Care Enrollments", "SAMSApp", "Service History", "Care Recipients", "Caregivers", and "Assessments". The "Care Enrollments" button is highlighted with a red arrow. The main area shows a list of consumers filtered by last name "Aardvark", sorted by name. The list includes columns for ID, Name, Date Regi..., Status Date, Town of Residence, Consumer Details Last..., Details Last Reviewed, Primary Care Manager, Primary Phone, Ac..., and Caregiver?. A pop-up window titled "Care enrollments for Aardvark, Tracey A" is open, showing a table with columns: Care Program, Status, Status Date, Received Date, Application Date, Start Date, End Date, and Termination Date. The table lists three care programs: NAPIS - Title III, Adult Day Private pay, and LTC Waiver home based highest, all with an Inactive status.

ID	Name	Date Regi...	Status Date	Town of Residence	Consumer Details Last ...	Details Last Reviewed	Primary Care Manager	Primary Phone	Ac...	Caregiver?
10244222	Aardvark Sr, Aaron	07/22/2004		Georgia	9/10/2007 11:44:48 AM	02/01/2006	HASS Coordinator	(802) 878-8514		<input type="checkbox"/>
101440022	Aardvark, Abel X	01/01/2004	05/01/2006	Essex Junction	5/11/2006 3:24:17 PM	01/01/2004	Toni m Morgan	(802) 123-4567		<input type="checkbox"/>
101061111	Aardvark, Aloysius	04/21/2006	02/07/2007		9/10/2007 11:45:17 AM	04/21/2006	PACE case manager	(802) 888-8888		<input type="checkbox"/>
104356785	Aardvark, Anabelle Y	08/01/2005	09/13/2005	South Burlington	9/10/2007 11:45:38 AM	09/13/2005	Kara Artus	(802) 555-5555		<input type="checkbox"/>
201460033	Aardvark, Ann	04/21/2006		Essex	9/10/2007 11:45:57 AM	04/21/2006	Holly Blair	(802) 878-8514		<input type="checkbox"/>
1336526125	Aardvark, Anne	01/30/2007	01/30/2007		9/10/2007 11:46:18 AM	01/30/2007				<input type="checkbox"/>
101731973	Aardvark, April	08/25/2006		Burlington	9/10/2007 11:46:32 AM	08/25/2006		(802) 123-4567		<input checked="" type="checkbox"/>
101905555	Aardvark, Charly M	10/14/2005			9/10/2007 11:46:49 AM	10/14/2005				<input type="checkbox"/>
1366028994	Aardvark, Clark	07/23/2007	07/23/2007							<input type="checkbox"/>
205373333	Aardvark, Clifford	02/02/2007	02/02/2007							<input type="checkbox"/>
325805558	Aardvark, Helena	04/21/2006								<input type="checkbox"/>
213260001	Aardvark, Hilary R	02/02/2007	02/02/2007							<input type="checkbox"/>
101495432	Aardvark, Jean	07/01/2006								<input type="checkbox"/>
325861111	Aardvark, John P	04/21/2006								<input type="checkbox"/>
1358631533	Aardvark, Julie A	04/21/2006								<input type="checkbox"/>
1212126666	Aardvark, Lazerus	06/25/2007	06/25/2007							<input type="checkbox"/>
1341669706	Aardvark, Nancy	02/02/2007	02/02/2007							<input type="checkbox"/>
101334455	Aardvark, Petunia	08/28/2007	08/28/2007							<input type="checkbox"/>
605474321	Aardvark, Tracey A	07/24/2007	07/24/2007							<input type="checkbox"/>

Care Program	Status	Status Date	Received Date	Application Date	Start Date	End Date	Termination Date
NAPIS - Title III	Inactive	07/24/2007	07/24/2007	07/24/2007	07/24/2007		
Adult Day Private pay	Inactive	07/24/2007	07/24/2007	07/20/2007	07/24/2007		
LTC Waiver home based highest	Inactive	07/01/2007	07/01/2007	07/01/2007			

Quick Contacts View

To quickly view the contact for a specific Consumer, follow the steps below:

1. Highlight the Consumer in the Consumer Listing
2. Click "Contacts" above the Search button.
3. A box will appear with the Contacts and the Contact Types for that consumer. See below for what the screen will look like. Note on this screen that Contacts may be printed.

The screenshot displays the SAMS application window titled "Social Assistance Management System - [Consumers]". The main window shows a list of consumers filtered by last name "Aardvark". A red arrow points to the "Contacts" button in the top toolbar. A modal window titled "Consumer Contacts" is open, showing details for "Aardvark Sr, Aaron".

ID	Name	Date Regi...	Status Date	Town of Residence	Consumer Details Last ...	Details Last Reviewed	Primary Care Manager	Primary Phone	Ac...	Caregiver?
102443222	Aardvark Sr, Aaron	07/22/2004	05/01/2006	Georgia	9/10/2007 11:44:48 AM	02/01/2006	HASS Coordinator	(802) 878-8514	<input type="checkbox"/>	<input type="checkbox"/>
101440022	Aardvark, Abel X	01/01/2004	05/01/2006					(802) 123-4567	<input type="checkbox"/>	<input type="checkbox"/>
101061111	Aardvark, Aloysius	04/21/2006	02/07/2007					(802) 888-8888	<input type="checkbox"/>	<input type="checkbox"/>
104356785	Aardvark, Anabelle Y	08/01/2005	09/13/2005					(802) 555-5555	<input type="checkbox"/>	<input type="checkbox"/>
201460033	Aardvark, Ann	04/21/2006						(802) 878-8514	<input type="checkbox"/>	<input type="checkbox"/>
1336526125	Aardvark, Anne	01/30/2007	01/30/2007						<input type="checkbox"/>	<input type="checkbox"/>
101331933	Aardvark, April	08/25/2006						(802) 123-4567	<input type="checkbox"/>	<input checked="" type="checkbox"/>
101905555	Aardvark, Charity M	10/14/2005							<input type="checkbox"/>	<input type="checkbox"/>
1366028994	Aardvark, Clark	07/23/2007	07/23/2007						<input type="checkbox"/>	<input type="checkbox"/>
205373333	Aardvark, Clifford	02/02/2007	02/02/2007					(802) 444-4444	<input type="checkbox"/>	<input type="checkbox"/>
325605558	Aardvark, Helena	04/21/2006						ch e ... (802) 222-5555	<input type="checkbox"/>	<input checked="" type="checkbox"/>
213260001	Aardvark, Hillary R	02/02/2007	02/02/2007					(802) 802-1111	<input type="checkbox"/>	<input type="checkbox"/>
101495432	Aardvark, Jean	07/01/2006							<input type="checkbox"/>	<input type="checkbox"/>
325661111	Aardvark, John P	04/21/2006						ch e ...	<input type="checkbox"/>	<input type="checkbox"/>
1358631533	Aardvark, Julie A	04/21/2006							<input type="checkbox"/>	<input type="checkbox"/>
1212126666	Aardvark, Lazerus	06/25/2007	06/25/2007						<input type="checkbox"/>	<input type="checkbox"/>
1341669706	Aardvark, Nancy	02/02/2007	02/02/2007					(802) 222-2222	<input type="checkbox"/>	<input type="checkbox"/>
101334455	Aardvark, Petunia	08/28/2007	08/28/2007						<input type="checkbox"/>	<input type="checkbox"/>
605474321	Aardvark, Tracey A	07/24/2007	07/24/2007					(802) 862-9999	<input type="checkbox"/>	<input type="checkbox"/>

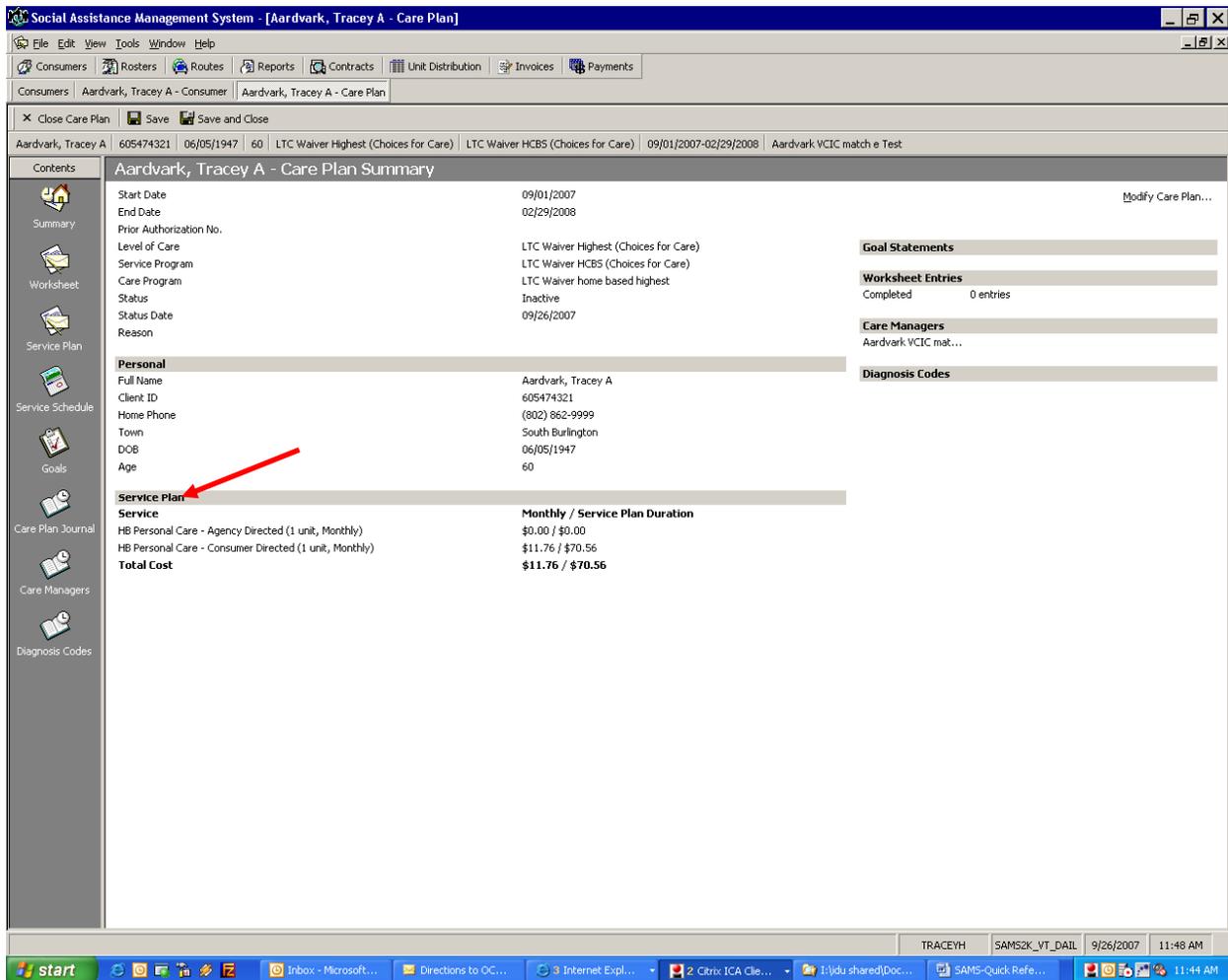
The "Consumer Contacts" window for Aaron Aardvark Sr. displays the following information:

- Care Managers:**
 - HASS Coordinator 01/01/2007 - Present None
 - June Cantoni 10/01/2005 - Present None
 - CVCOA Agency 07/22/2004 - Present None
- Consumer - Aardvark Sr, Aaron:**
 - Home (802) 878-8514
- Contacts:**
 - Dr Goodbody - Primary Physician None
 - George Jurasinski - Long Term Care Coordinator None
- Provider:**
 - Aardvark WCIC match e Test 07/22/2004 - Pr... None

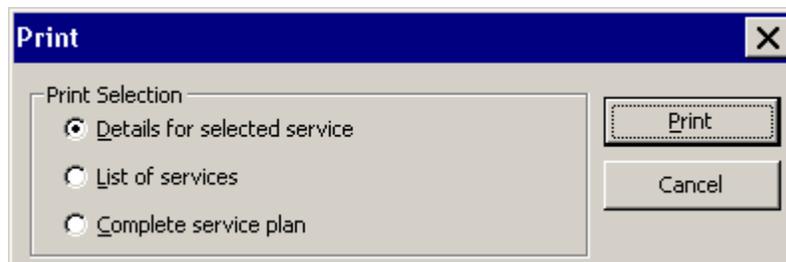
The window also includes "Close" and "Print" buttons.

Printing Service Plan Details

To print the Service Plan details for a specific Consumer, first open the consumer's Care Plan. On the Care Plan Summary screen shown below, click Service Plan, as noted by the red arrow.



Once on the following screen, highlight the service to be printed and click Print Service. The following popup box will appear:



To print only the highlighted service, click "Details for selected service". To only print a listing of the service, click "List of services". To print a complete listing of all services with details, click "Complete service plan".

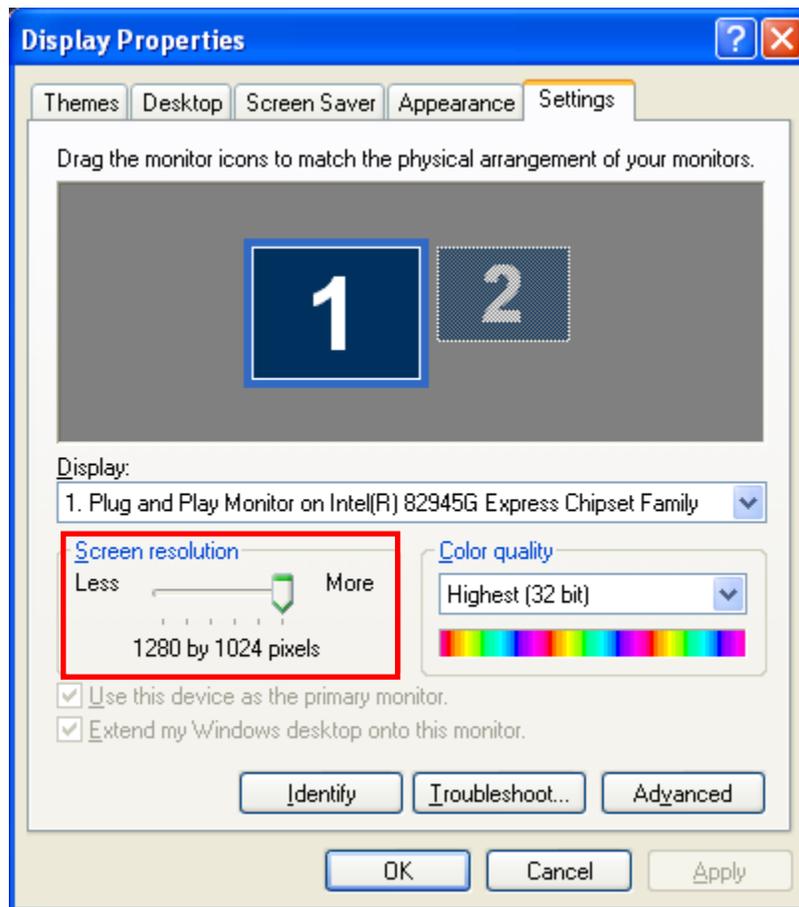
Screen/Text Size

There is one way to make the entire screen larger and one way to make the screen prompts appear larger. Screen prompts are the popups when “hovering” the mouse over text. There is also a way to change the font and/or font size within an assessment.

Making The Entire Screen Larger

The only way to make the entire screen larger is to enlarge the screen resolution on the computer. This will effect all programs on the computer and, if it is not desired to keep this resolution, it must be reset after exiting from the SAMS/Omnia programs. To increase the screen resolution, follow these steps:

1. Right-click in any blank space on the desktop.
2. Choose Properties from the list that appears after right-clicking.
3. On the screen that opens, click the “Settings” tab along the top of the window. See below for an example:

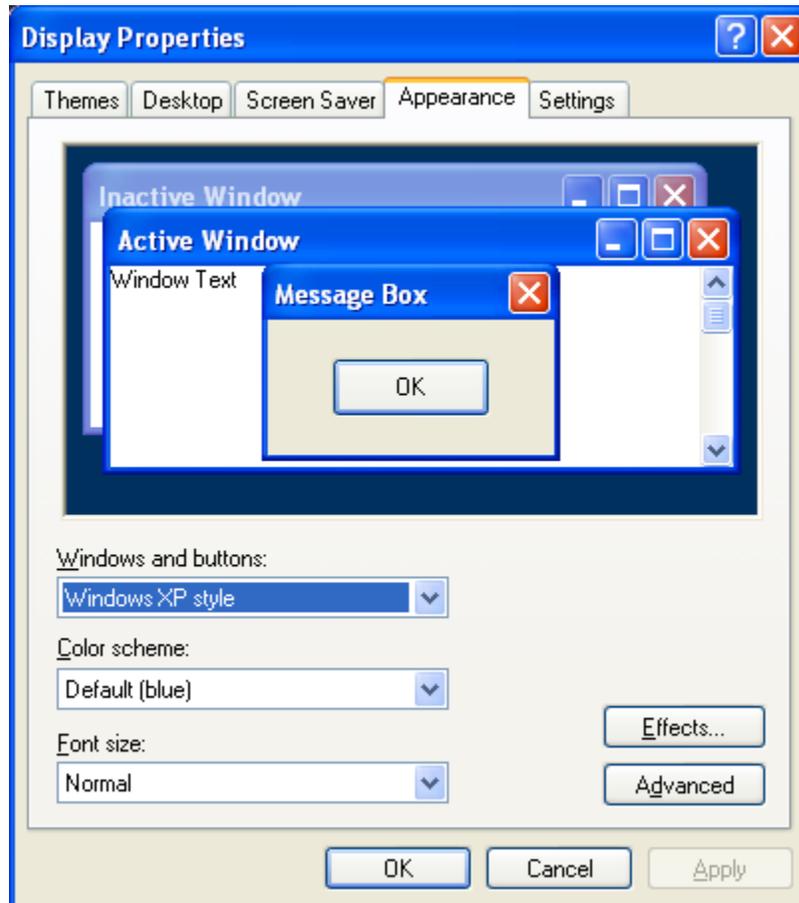


4. The Screen Resolution setting is in the area of the Display Properties box outlined in red in the above screenshot.
5. Use the slider control to make the screen bigger or smaller. The largest the screen will appear is at an 800 by 600 setting. Each user, having different needs, will need to adjust the resolution accordingly, if needed.
6. Once the desired resolution has been set, hit “Apply”. Make sure the screen is the size desired. Hit “OK” to close the Display Properties box.

Making Screen Prompts Larger

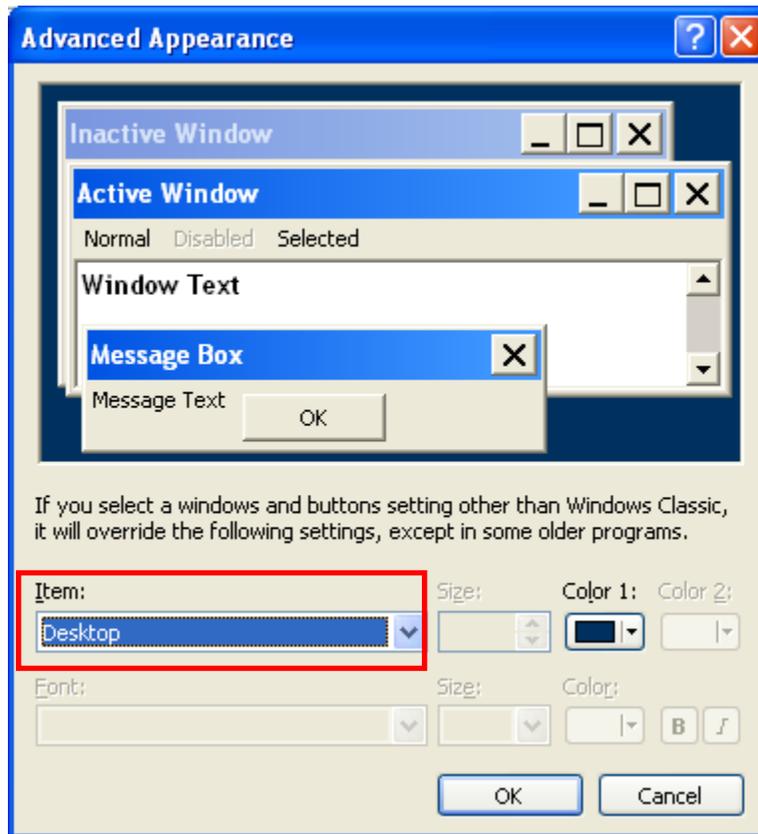
This will affect all programs on the computer and, if it is not desired to keep this setting, it must be reset after exiting from the SAMS/Omnia programs. To increase the screen prompts, follow these steps:

1. Right-click in any blank space on the desktop.
2. Choose Properties from the list that appears after right-clicking.
3. On the screen that opens, click the "Appearance" tab along the top of the window. See below for an example:



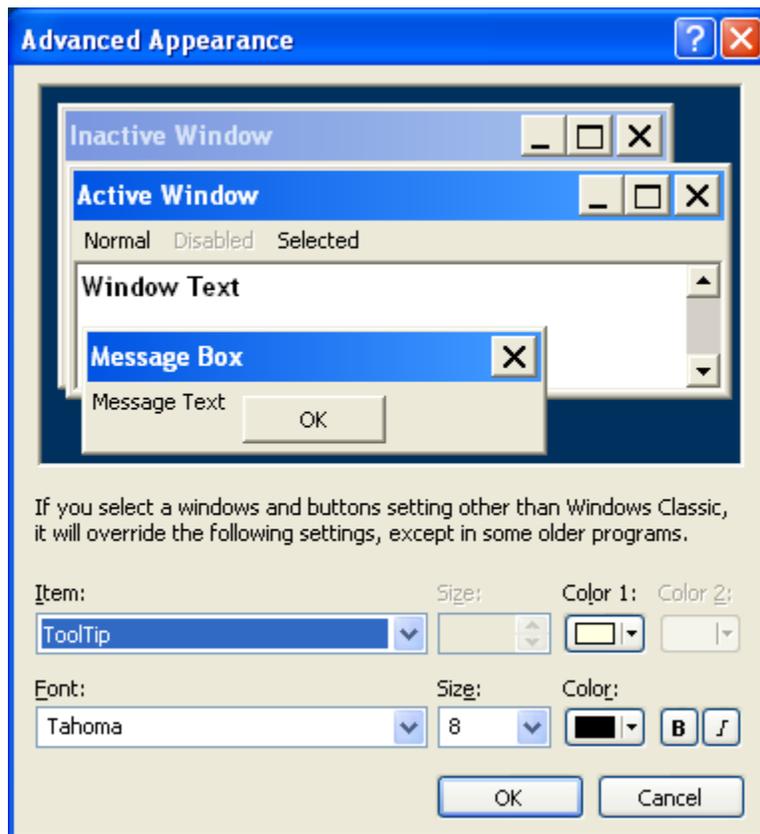
4. Click the "Advanced" button in the lower right corner of the Display Properties box.

5. After clicking “Advanced”, the following box will appear.



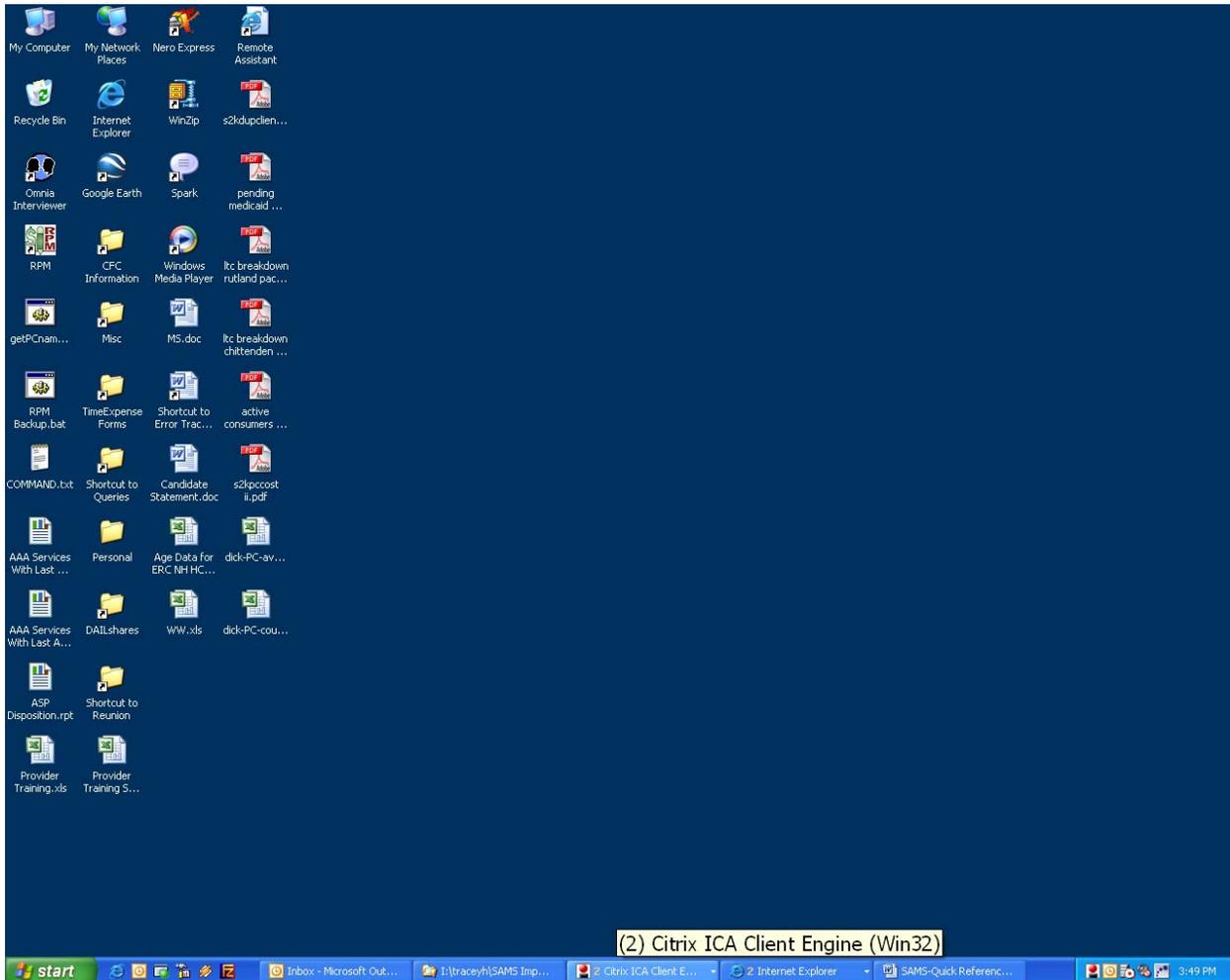
6. The section to increase the size of the screen prompts is entitled “Item”, outlined in red in the above screenshot.

7. Click the down arrow for the Item picklist. Choose the ToolTip choice. The resulting screen will look like the below example:



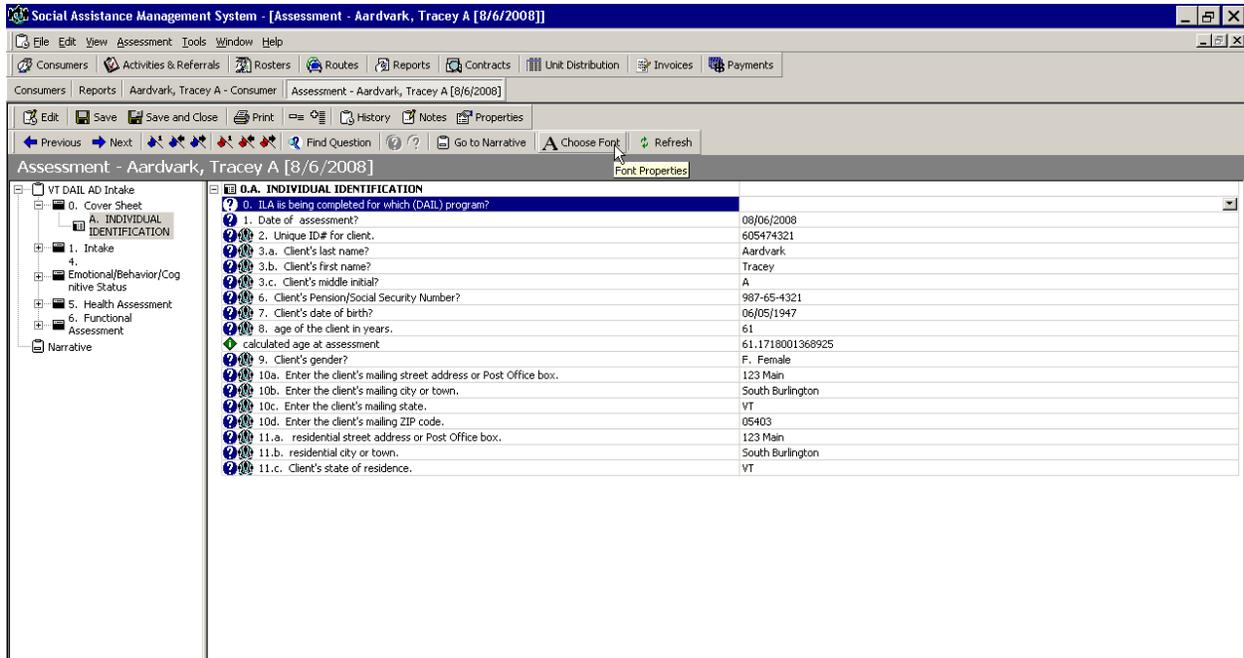
8. Notice that the sections below the "Item" section becomes active. The most important step is to change the Size setting. Changing the Size to 16 should be sufficient, however, each user will need to adjust this setting according to his or her own needs.

9. Once the Size is set, click the “OK” button. To test, move the mouse over an open program on the taskbar across the bottom of the desktop as shown below. The below screenshot is with the ToolTip Size set at 16.

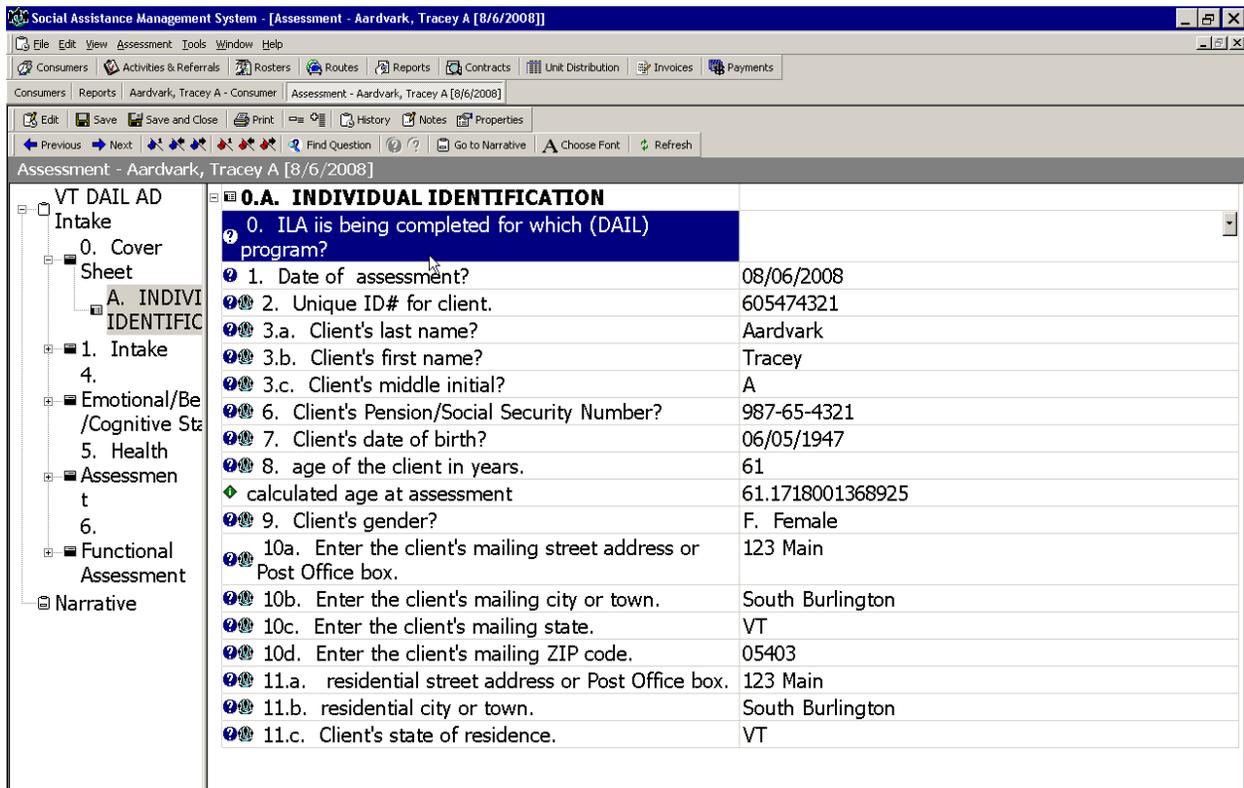
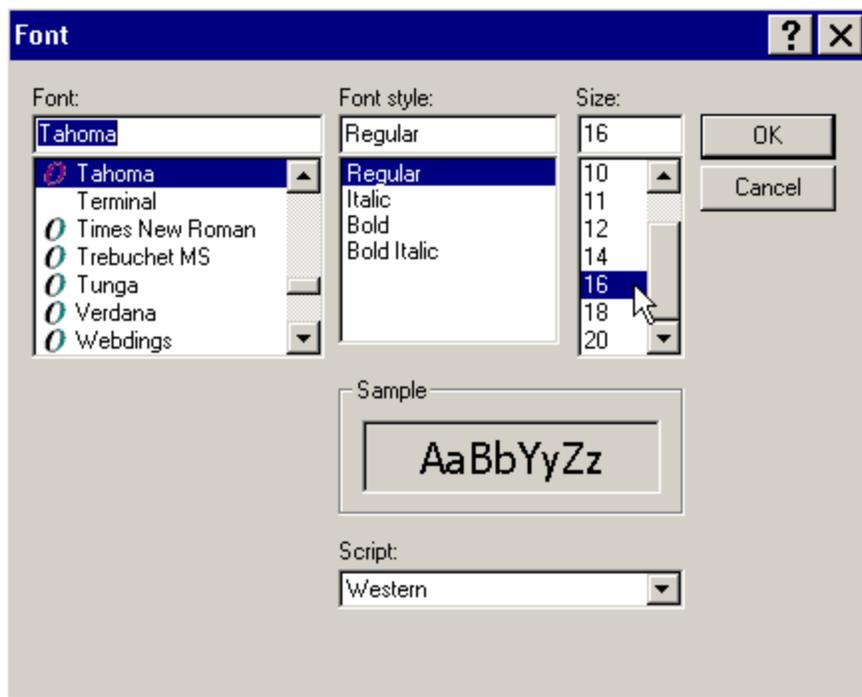


Changing Size of Assessment Questions

If the text on the assessment is too small to read, there is a way to enlarge the font size. With the assessment open, click Choose Font on the lower Toolbar.



The following box will appear. Choose the font and font size you wish to see and click OK.



As you can see, the text in the assessment is much more readable after changing the font size.

Care Plan Default Duration

To change the default duration of the Care Plans, follow the steps below:

1. To to Tools-Options on the menu bar

The screenshot shows the Social Assistance Management System (SAMS) interface. The main window displays a list of consumers with columns for ID, Name, Residence, County of Residence, Home Phone, Ac., Ca., Status Date, and Primary Care Manager. A menu is open over the 'Options' button in the top-left corner, showing options like 'Assign/Modify Associations', 'Delivery Confirmation Wizard', 'Enrollment Wizard', 'Generate Service Orders', 'Service Remap', 'Change Password...', 'Reset User Interface Settings', and 'Spelling'.

ID	Name	Residence	County of Residence	Home Phone	Ac.	Ca.	Status Date	Primary Care Manager
10244222	Aardvark		Franklin	(802) 878-8514		<input checked="" type="checkbox"/>	05/01/2008	HASS Coordinator
10144032	Aardvark		Chittenden	(802) 123-4567		<input type="checkbox"/>	02/07/2007	Toni m Morgan
101061111	Aardvark		Chittenden	(802) 888-8888		<input type="checkbox"/>	09/13/2005	PACE case manager
104258785	Aardvark		Chittenden	(802) 535-5555		<input type="checkbox"/>	01/14/2008	Kara Artus
201460273	Aardvark, Ann	04/21/2006	Essex			<input type="checkbox"/>	01/14/2008	Holly Blair
1326526125	Aardvark, Anne	01/30/2007				<input type="checkbox"/>	01/14/2008	
101731973	Aardvark, April	08/25/2006	Burlington	(802) 123-4567		<input checked="" type="checkbox"/>	09/27/2007	
101485567	Aardvark, Brenda	01/01/2007				<input checked="" type="checkbox"/>	01/14/2008	
101485563	Aardvark, Celine	01/01/2007				<input type="checkbox"/>	01/14/2008	
101905555	Aardvark, Charity M	10/14/2005				<input type="checkbox"/>	07/23/2007	
1366028994	Aardvark, Clark	07/21/2007				<input type="checkbox"/>	01/14/2008	
101486666	Aardvark, George	01/01/2007				<input checked="" type="checkbox"/>	01/14/2008	
325605555	Aardvark, Helena	04/21/2006		(802) 222-5555		<input checked="" type="checkbox"/>		Aardvark VCIC match e Test
213260001	Aardvark, Hilary R	02/02/2007	St Albans Town	Franklin	(802) 802-1111		02/02/2007	Christina m Shaw
101495432	Aardvark, Jean	07/01/2006	Barre	Washington		<input type="checkbox"/>	01/14/2008	CVCOM Agency
101485565	Aardvark, Jennifer	01/01/2007				<input type="checkbox"/>	01/14/2008	
101485553	Aardvark, Jessica	01/01/2007				<input checked="" type="checkbox"/>	01/14/2008	
325661111	Aardvark, John P	04/21/2006	Adamant	Washington		<input type="checkbox"/>	01/14/2008	Aardvark VCIC match e Test
101485568	Aardvark, Julie B	01/01/2007				<input checked="" type="checkbox"/>	01/14/2008	
135863153	Aardvark, Julie A	04/21/2006				<input type="checkbox"/>		Julie m Bigelow
1212126666	Aardvark, Lazenus	06/25/2007				<input type="checkbox"/>	06/25/2007	
101485560	Aardvark, Mary G	01/01/2007				<input checked="" type="checkbox"/>	01/14/2008	
101485554	Aardvark, Mary W	01/01/2007				<input type="checkbox"/>	01/14/2008	
101485561	Aardvark, Maura	01/01/2007				<input checked="" type="checkbox"/>	01/14/2008	
1341669708	Aardvark, Nancy	01/01/2007	Springfield	Windsor	(802) 222-2222	<input type="checkbox"/>	02/02/2007	
1124427333	Aardvark, Patrick Clifford	02/02/2007	Sheldon	Franklin	(802) 444-4444		02/02/2007	Harry Benoit
101485556	Aardvark, Paula	01/01/2007				<input checked="" type="checkbox"/>	01/14/2008	Bonnie Hanson
101485562	Aardvark, Paulette	01/01/2007				<input checked="" type="checkbox"/>	01/14/2008	
101734455	Aardvark, Petunia	08/28/2007				<input type="checkbox"/>	08/28/2007	
101485559	Aardvark, Sally	01/01/2007				<input checked="" type="checkbox"/>	01/14/2008	
101485557	Aardvark, Sara	01/01/2007				<input type="checkbox"/>	01/14/2008	
101485558	Aardvark, Toni	01/01/2007				<input checked="" type="checkbox"/>	01/14/2008	
60547421	Aardvark, Tracey A	07/24/2007	South Burlington	Chittenden	(802) 862-9999	<input type="checkbox"/>	07/24/2007	

2. In the Care Plan section, choose the number of months for the Default Duration

The image shows a software dialog box titled "Options" with a close button (X) in the top right corner. The dialog contains a list of settings organized into sections. The "Care Plans" section is expanded, and the "Default Duration (Months)" field is highlighted in blue and contains the value "12".

Section	Property	Value
[]	Font	Tahoma (8pt.)
	Font Color	
	Line Color	
	Primary Background Color	
	Secondary Background Color	
	Disabled Background Color	
	Highlight Color	
	Wallpaper	
	Wallpaper Alignment	Stretch
	Show Wallpaper	No
[]	Default Settings	
	Default Care Program	System generated default
	Default Agency	
	Default Provider	
	State Abbreviation	VT
	County	
	Area Code	802
Info Release Authorized	No	
[]	Care Plans	
	Allocation Type	Monthly
	Default Duration (Months)	12
[+]	Omnia Profile	
[+]	Assessments	

At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Apply".

SAMS Statuses and Reasons

SAMS Status and Reason Definitions

Below is a table containing Statuses and Reasons in SAMS for **Choices for Care** usage ONLY. Any other Statuses or Reasons in the SAMS database should not be touched without proper knowledge as to the Program it belongs.

Status	Associated Reasons	Definition of Status/Reason
Received	Pending LOC Determination	Application received clinical and financial eligibility not yet complete.
Pending Medicaid Eligibility	LOC Approval Complete	Clinically eligible, waiting for financial determination.
	Deceased – Pending Medicaid	Consumer is deceased, but family waiting for Medicaid eligibility to cover bills before consumer's death.
Pending Service Plan	Pending Service Plan	Clinically and financially eligible, waiting for Service Plan only.
Active	Eligible	Consumer is eligible for LTC services.
	Special Circumstances	Consumer would not normally meet eligibility criteria; however there are special circumstances which allow consumer to be enrolled in Choices for Care.
On Hold	LOC On Hold	Application is on hold due to LTCCC not being able to complete Level of Care.
	Setting On Hold	Cannot be placed in setting for various reasons. This includes, but is not limited to: Vermont State Hospital, Corrections, etc.
Application Closed	Deceased Before Decision	Consumer died before eligibility decision was made.
	No Medicaid Application	Medicaid application was not submitted by consumer.
	Denied – Unable to Contact	Unable to contact consumer.
	Voluntary Withdrawal Before Decision	Consumer withdrew application before eligibility decision was made.
Waiting	Waitlist CFC	On the CFC High Needs waitlist.
Denied	Denied – Moved Out of State	Moved out of state. No longer eligible for Choices for Care.
	Denied – Other	Denied for reason not listed.
	Ineligible for LOC	Not eligible for Level of Care.
	Ineligible for Medicaid	Not eligible for LTC Medicaid.
	Receiving Hospice	Consumer receiving Hospice Care.

Status	Associated Reasons	Definition of Status/Reason
Denied (Continued)	Receiving Other Services	Consumer receiving services other than Choices for Care.
	Variance Denied (ERC)	Division of Licensing and Protect denied Level of Care variance.
Terminated	Changed Level	Level of Care has changed.
	Family Will Provide All Care	Family will provide care.
	ERC to FC, ERC to HB, ERC to NH, ERC to PACE, and so forth.	Setting change for consumer.
	Moved out of state (Any program)	Consumer moved out of state, no longer eligible for Choices for Care.
	Terminated - Deceased	Died while on program.
	Terminated – Ineligible for LOC	Circumstances changed, no longer eligible for LOC.
	Terminated – Ineligible for Medicaid	Circumstances changed, no longer eligible for Medicaid.
	Terminated – Needs met by other Program	Needs were met by ASP, TBI, etc.
	Terminated – Non use of hours	Non use of hours
	Terminated – Other	While on program, consumer withdrew for any reason.
	Terminated – Voluntary Withdrawal, Estate Recovery	While on program, consumer withdrew because of estate recovery.
	Terminated – Voluntary Withdrawal, Other	While on program, consumer withdrew because of misc. reason.
	Variance Terminated (ERC)	Division of Licensing and Protect terminated Level of Care variance.

SAMS Status Dates

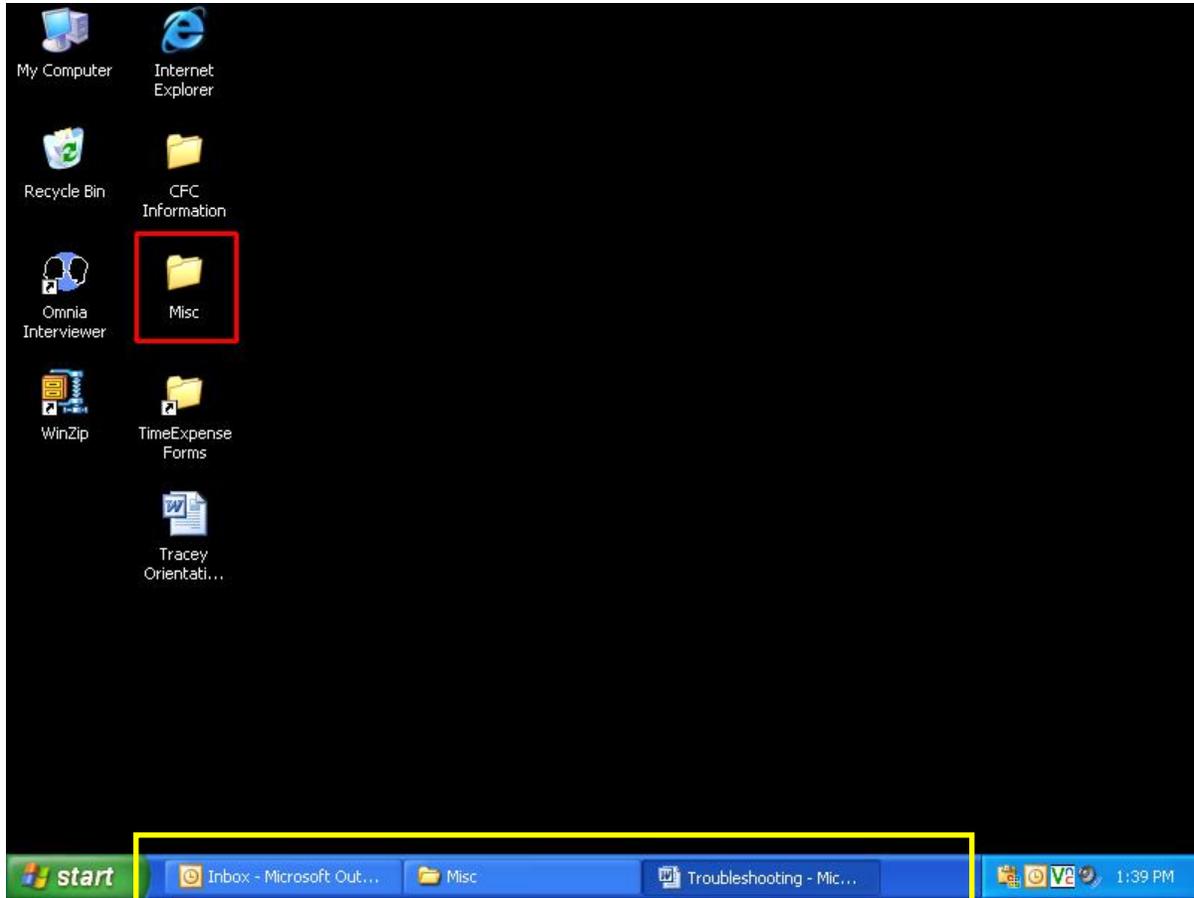
There is a status date associated with each SAMS Care Enrollment. This date will mean different things with reference to the Status listed on that enrollment at any given time. Please see the chart below for a listing of what these dates mean for each status.

Status	Status Date
Received	When the Choices for Care application was received in the office.
Pending Medicaid Eligibility	This will be the date of the completed/signed LTCCC clinical certification.
Active	Date all eligibility criteria are met (LTC Medicaid, Service Plan entered, etc).
Pending Service Plan	Date of the DCF Notice of Decision.
Denial	The date denial letter was sent to applicant.
Termination	When notified of termination.
Application Closed	Withdrawal form date or date on closure notice.
Waiting	Date of waitlist notice.
On Hold	Effective date of Application on Hold.

Definition of Terms

Caps Lock: Will force all text entered to be capitalized.

Desktop: The main screen after logging into the computer (example shown below). It generally contains multiple icons for fast access to programs.



Icon: A small picture located on the computer's desktop that opens a program. In the screenshot pictured above, the highlighted "Misc" folder is an example of an icon.

Internet Browser: A program that allows access to the Internet, such as Internet Explorer, Netscape or AOL.

Screenshot: A picture taken of either the current program or the entire screen that can then be copied into any program that supports graphics.

Taskbar The bar at the bottom of the desktop, where open programs reside and can be minimized for multitasking. The taskbar is outline in yellow in the above screenshot.

Glossary of Terms

AAA: Area Agency on Aging

Activities of Daily Living (ADL): ADL means dressing and undressing, bathing, personal hygiene, bed mobility, toilet use, transferring, mobility in and around the home, and eating.

Agency: A private non-profit organization which provides care or services.

Agency of Human Services: The Vermont state agency responsible for oversight of the Department of Disabilities, Aging and Independent Living (DAIL).

Applicant: An individual who has applied to the Choices for Care, VT Long-Term Care Medicaid program to receive services.

Area Resource for Individualized Service (ARIS): A private non-profit organization currently under contract with the State acting as the Intermediary Service Organization (ISO) for consumer and surrogate directed services.

Assessment: The tool and process used to document an individual's strengths, needs, and unmet needs as they relate to health, social and functional status. The assessment is used to determine clinical eligibility for Choices for Care, VT Long-Term Care Medicaid.

Caregiver: A person who provides personal care (for reimbursement or as a volunteer).

Choices for Care (CFC): The program name used to identify the new Vermont Long-Term Care Medicaid, (1115 Waiver) program.

Choices for Care Team: Previously known as the "Medicaid Waiver Team", the group of local provider agencies and other relevant organizations which meets on a regular basis to collaborate in managing Choices for Care, VT Long-Term Care Medicaid services, in accordance with the local/regional protocol.

Consumer/Client: A person who has applied for services or who receives services.

Consumer-Directed Service: Services directed by the participant, functioning as an employer of paid caregivers.

Department for Children and Families (DCF): The state department within the Vermont Agency of Human Services (AHS) with primary authority for the state financial eligibility determination for Choices for Care, VT Long-Term Care Medicaid services. DCF is also responsible for administration of other state health care and financial benefits for Vermonters.

Department of Disabilities, Aging and Independent Living (DAIL): The state department within the Vermont Agency of Human Services (AHS) with primary authority for the state management, approval, and oversight of Choices for Care, VT Long-Term Care Medicaid services.

Division of Disability and Aging Services (DDAS): The division within the Department of Disabilities, Aging and Independent Living (DAIL) that is responsible for managing the Choices for Care, Long-Term Care Medicaid program.

Employee: A person who provides care or services and receives reimbursement from another individual or organization.

Employer: A consumer, surrogate, or organization that manages and supervises Choices for Care, VT Long-Term Care Medicaid services employees.

Estate Recovery: The process in which the Office of Vermont Health Access (OVHA) may recover the cost of Choices for Care, Long-Term Care Medicaid services that have been provided to an individual and paid for by the State of Vermont. The process of Estate Recovery occurs after the individual has passed away and is done through the probate court process.

High Needs Group: Individuals who have been found to meet the high needs group clinical eligibility criteria and have been authorized to receive services.

Highest Needs Group: Individuals who have been found to meet the highest needs group clinical eligibility criteria and have been authorized to receive services.

Home Health Agency (HHA): A Medicare Certified home health care agency authorized to provide Choices for Care, VT Long-Term Care Medicaid services.

Instrumental Activities of Daily Living (IADL): Means meal preparation, medication management, phone use, money management, household maintenance, housekeeping, laundry, shopping, transportation, and care of adaptive equipment.

Independent Living Assessment (ILA): An assessment tool used to document an individual's strengths and needs as they relate to health, social and functional status in the home-based setting.

Individual: A person who has applied for or is participating in "Choices for Care", VT Long-Term Care Medicaid.

Legal Representative: An individual who has the legal authority, via a power of attorney document or court appointed guardianship, to make decisions or perform certain activities on behalf of another person.

Long-Term Care: Care and services provided to an individual on an ongoing basis for the purpose of accomplishing Activities of Daily Living (ADL's) and Instrumental Activities of Daily Living (IADL's). Long-term care is "non-acute" in nature.

Minimum Data Set (MDS): An assessment tool used by licensed nursing facilities to document an individual's strengths and needs as they relate to health, social and functional status in a nursing facility setting.

Office of Vermont Health Access (OVHA): The State agency responsible for the management of Medicaid and other publicly funded health insurance programs.

Participant: A person who has been found eligible and receives Choices for Care, VT Long-Term Care Medicaid services.

Patient Share: An individual's monthly share of the cost of Choices for Care, Long-Term Care Medicaid services as determined by the Department for Children and Families (DCF). The amount of an individual's patient share (if any) is based on the individual or couples monthly income.

Personal Care Attendant (PCA): A person who is employed to provide personal care services.

Personal Care Worksheet: The tool used together with the Independent Living Assessment (ILA), to estimate the amount of personal care services that may be provided in the home-based setting.

Primary Caregiver: A person who provides personal care and/or supervision on an ongoing basis, without pay.

Provider: An individual, organization, or agency that has been authorized by the Department to provide Choices for Care, Long-Term Care Medicaid services.

Recipient: A person who receives services.

Reimbursement: Payment for services which have been provided by a person or organization.

Service Plan: A form which identifies the Choices for Care, Long-Term Care Medicaid services which may be provided to a participant within a specified time period, and which when approved by DAIL gives provider organizations authority to provide services and submit claims for reimbursement.

Special Circumstances: Consumer would not normally meet eligibility criteria; however there are special circumstances which allow consumer to be enrolled in Choices for Care.

Surrogate: A person who acts as an employer and manages employees on the behalf of the participant.

Surrogate-Directed Services: Services which a surrogate directs on behalf of a participant, functioning as the employer of paid caregivers (employees).

Utilization Review (UR): A Department of Disabilities, Aging and Independent Living (DAIL) review process intended to assure that the Choices for Care, VT Long-Term Care Medicaid service type and volume are appropriate to meet the needs of eligible individuals, while remaining as efficient as possible.