



Arkansas Department of Human Services

Division of Medical Services

Office of Long Term Care Mail Slot S409

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<https://www.medicaid.state.ar.us/InternetSolution/General/units/oltc/index.aspx>

MEMORANDUM

LTC-A-2010-03 REVISED

TO: Nursing Facilities; ICFs/MR 16 Bed & Over; HDCs;
 ICFs/MR Under 16 Beds; ALF Level I; ALF Level II;
 RCFs; Adult Day Cares; Adult Day Health Cares;
 Post-Acute Head Injury Facilities; Interested Parties;
 DHS County Offices

FROM: Carol Shockley, Director, Office of Long Term Care

DATE: January 25, 2010

RE: Advisory Memo - Revision to Options Counseling Form - REVISED

This is a revision of the original Advisory Memo, LTC-A-2010-03. The original Advisory Memo contained the incorrect form. Facilities should utilize the form attached to this Advisory Memo.

Please note:

- The new form must be used **beginning February 1, 2010**.
- **Beginning February 1, 2010**, DAAS staff will call facilities to gather missing information when an incomplete report is submitted. Facilities are requested to cooperate with DAAS in supplying missing information so as to avoid having to re-submit the entire, completed form.
- Facilities are encouraged to submit new admissions using the on-line system. Use of the attached "hardcopy" is for facilities that do not have Internet access. Instructions for completing the form in both hardcopy and on-line submissions and the regulations remain unchanged, and can be accessed from the Public Downloads folder on the OLTC Public SharePoint site located at:

<https://ardhs.sharepointsite.net/OLTC/default.aspx>

- The form may be downloaded from the Public Downloads folder on the OLTC Public SharePoint site located at:

<https://ardhs.sharepointsite.net/OLTC/default.aspx>

If you have any questions, please direct them to Connie Parker, DAAS, at 501-682-8531 or 501-682-2441.

If you need this material in alternative format such as large print, please contact our Americans with Disabilities Act Coordinator at 501-682-8307 (voice) or 501-682-6789 (TDD).

CS/bcs

