**HOME AND COMMUNITY BASED SERVICES NOTICE**

Dear Home and Community Based Services Participant,

The Division of Senior and Disability Services recently updated their electronic case management system. This system stores your assessment and care plan information for the Home and Community Based Services you receive.

The new system has an updated way of totaling all the services you receive. It will more accurately add up all the time for each task you and your assessor discussed. The new system will also ensure the division meets federal program requirements.

At your recent reassessment, you and an assessor went through each service and task on your care plan. You agreed with each service and task that was added and the amount of time it takes to complete each task. The time approved for each task on your care plan is measured in 15 minute units.

After your current care plan was entered into the new system and the tasks were added together, the total number of monthly units changed. As a result, the overall amount of time your aide spends in your home has been adjusted. However, the time allowed for each individual task on your care plan has not changed, and your care plan still reflects the needs you discussed with your assessor.

Since there were no changes made to the services or tasks reauthorized on your care plan, an Adverse Action notice will not be sent to notify you of this change because you are still receiving the services you requested. You will not be able to appeal this change.

Sincerely,

Division of Senior and Disability Services