

GHEs should be completed for all HCBS participants receiving agency model personal care or advanced personal care tasks.

Participants who do not require GHE authorizations include those authorized for:

- Personal Care Services (Agency Model) in a Residential Care Facility (RCF) or Assisted Living Facility (ALF);
- Aged and Disabled Waiver services **only**;
- Personal Care Assistance (Consumer-Directed Model) **only**;
- Independent Living Waiver **only**; and
- Adult Day Care Waiver **only**

GHEs are authorized for the 4th and 10th months of the authorization period. These months are selected by counting from the **month the assessment was completed**. The chart below provides a quick reference for calculating the 4th and 10th months and can also be found in HCBS Policy 3.15.

Month of Assessment	4 th Month	10 th Month
January	April	October
February	May	November
March	June	December
April	July	January
May	August	February
June	September	March
July	October	April
August	November	May
September	December	June
October	January	July
November	February	August
December	March	September

Participants can receive services from more than one provider. When discussing services with the participant, the following guidance may help determine the assignment of GHEs:

- Participants with PC and nurse visits from separate providers, assign the GHE to the provider delivering the nurse visits
- Participants with PC and APC from separate providers assign the GHE to the provider delivering APC, as they are required for the APC evaluation
- Participants with PC, APC and nurse visits from more than one provider, assign the GHE to the APC provider and adjust the nurse visit units as needed to stay within the 26-visit limit
- Participants authorized two PC providers (e.g., one provider delivers services during the week, the other on the weekends), the GHE may be authorized to the provider delivering the most services

How to Authorize Participants without monthly nurse visits:

- When a participant is authorized for agency model personal care, add GHEs by clicking “Add Service Type”¹ and select “General Health Evaluation”.² Select the Provider for that will also provide Basic PC and then click “Add To Care Plan”.³

This screenshot shows the 'Add Service Type' form. A blue circle with the number '1' points to the 'Add Service Type' button at the top left. Another blue circle with the number '2' points to the 'Service Type' dropdown menu, which currently displays '--Select Service Type--'. Below the dropdown are fields for 'Start' (07/01/2026), 'End' (06/30/2027), and 'Provider'.

This screenshot shows the 'Add Service Type' form after selection. The 'Service Type' dropdown now shows 'General Health Evaluation'. The 'Provider' dropdown shows 'ERICA KELLER PROVIDER'. A blue circle with the number '3' points to the 'Add To Care Plan' button at the top right.

- Both GHEs will automatically be added to the care plan for the 4th and 10th month of the authorization period.

This screenshot shows the care plan interface. At the top, there are tabs for 'GHE', 'GHE', and 'PC - Agency'. Below the tabs, there is a 'Provider' field with a '(View)' link and the text 'ERICA KELLER PROVIDER'. To the right are 'Start' and 'End' date fields, both set to 04/01/2027 and 04/30/2027 respectively. Further right are 'Add Task' and 'Remove Service' buttons. A modal window is open in the center, showing 'General Health Evaluation' with a description 'No Description Provided' and a 'Units Per Month' field set to '1'.

How to Authorize Participants with monthly nurse visits:

- Add the nurse visit with the RN task.
- Enter the first month's GHE in the "GHE 1" box. The "GHE 2" will automatically populate.

The screenshot shows a web-based interface for managing services. At the top, there are two summary boxes: 'Current Service' showing 'Total Units: 0' and 'Monthly Cost: \$0.00', and 'Care Plan' showing 'Total Cost: \$793.71', 'Other Cost: \$0.00', and '60% Cost: \$854.70'. To the right of these are buttons for 'Add Service' (green) and 'Cost Breakdown' (blue). Below the summary boxes, there are tabs for 'RN' (selected) and 'PC - Agency'. The main form area includes a 'Provider' dropdown menu with the text 'ERICA KELLER PROVIDER' and a '(View)' link. To the right of the provider are date pickers for 'Start' (07/17/2026) and 'End' (06/30/2027). Further right are dropdowns for 'GHE1' (October) and 'GHE2' (April). To the right of these are 'Add Task' (green) and 'Remove Service' (red) buttons. A modal window is open in the center, displaying 'Nail Care- Diabetic/Medically Cont Cond' with a sub-note 'Time (unless greater need is documented)' and a 'Units Per Month' input field set to '0'.