

WGIUPD

**GENERAL INFORMATION SYSTEM**

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**DIVISION:** Office of Medicaid Management

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**GIS 06 MA/027**

**TO:** Local District Commissioners, Medicaid Directors

**FROM:** Linda LeClair  
Division of Consumer and Local District Relations

**SUBJECT:** Personal Care Services Contracts

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Bureau of Long Term Care/Home Care Unit  
(518) 474-5271

The purpose of this GIS is to advise local department of social services' (LDSS) commissioners and long term care staff of the inclusion of the Personal Care Services (PCS) Model Contract and the related attachments on the Department of Health's intranet website.

In 1979, the New York State Department of Social Services (NYDSS) issued 79 ADM-34, Contracting for Personal Care Services and Contracting for Nursing Assessment and Nursing Supervision of Personal Care Services by Social Services Districts. The purpose of the directive was to provide districts with procedures and guidelines for establishing personal care services contracts between the LDSS and PCS provider agencies. Included with the directive was a model contract that was to be utilized by the LDSS in the contracting process.

The model contract was reviewed and updated by staff from the New York State Department of Health's (DOH) Bureau of Long Term Care in conjunction with staff from Office of Counsel and released to the districts in 2005. The revised Model Contract and related attachments are now available on-line and can be obtained through the Intranet at the DOH Library of Official Office of Medicaid Management Documents link at: <http://health.state.nyenet/>. Centraport users can access these documents via the DOH website icon appearing on their desktops.

The Bureau of Long Term Care/Model Contracts can be found as a sub-heading under Miscellaneous Documents within the site.