

FY 2016-2017  
SCOPE OF SERVICE

MEDICAL CONSULTANT – PREVENTION DIVISION

I. PURPOSE

The Medical Consultant for the Prevention Division will provide support and expertise in regards to medical questions and issues relative to a clinical level of care determination.

II. DEFINITIONS

Master Provider Enterprise Repository (MPER) - a repository of key CONTRACTOR demographic data for all CONTRACTORS who provide services for DHS. DHS applications use MPER to validate AGREEMENT, services, facilities and rate information to facilitate documentation of services rendered information by CONTRACTORS. CONTRACTORS are required to keep all agency information including but not limited to contacts, facilities and service offering information up to date.

Prevention Division Medical Consultant – provides professional and technical advice regarding consumer's health issues to Allegheny County Department of Human Services/Area Agency on Aging (ACDHS/AAA) staff and the care manager service partner agencies responsible for consumer assessment or care management.

III. AGING PROGRAM DIRECTIVES (APD) / FEDERAL / STATE REGULATORY REFERENCE AND COMPLIANCE:

[Agging Policy and Procedure Manual](#)

- Directive - Issuance of Aging Service Policy & Procedure Manual Chapter IX: Assessment (APD 15-01-09)
- Chapter IX: Assessments

IV. PERFORMANCE EVALUATION

Each AGREEMENT year the ACDHS/AAA will inform clear expectations of acceptable performance standards to the service provider and hold the service provider accountable to them. These standards relate to compliance with applicable policies, regulatory guidelines, contract scopes, and Performance Based Contracting (PBC), where applicable, to support ongoing service quality and to best meet or exceed the

participants' needs and to optimize service impact on its participants. The CONTRACTOR is responsible for adhering to the timelines in reporting its compliance to the scopes and using findings to build on its strengths and develop strategies on opportunities, through a continuous quality improvement process.

Provision of service at the rate of 100% will be provided within an agreed upon time frame from the initial request by the ACDHS/AAA or its care management agencies.

#### V. SERVICE STANDARDS, REPORTING AND DOCUMENTATION REQUIREMENTS

FOR THE PURPOSE OF THIS SCOPE OF SERVICE THE FOLLOWING UNITS APPLY:

- 1 unit of service = 1 hour

The Medical consultant will:

- Assist the ACDHS/AAA and partner staff in making decisions regarding completion of Level of Care.
- Assist in training, reviewing, introducing and explaining medical issues including medication and diagnostic implications that may impact the decision making of Level of Care.
- Submit monthly invoices to the supervisor by the seventh (7<sup>th</sup>) working day of the following month.
- Have the capacity to retrieve and submit data, information, reports, and other communication through electronic internet submission.

#### VI. RESPONSIBILITIES/EXPECTATIONS OF THE PROGRAM OFFICE (AREA AGENCY ON AGING):

ACDHS/AAA will:

- Sign off and submit monthly invoices to fiscal in a timely manner.
- Offer opportunities including but not limited to meetings, trainings, phone calls and email updates that are pertinent to this Scope of Service.