



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

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Director

INFORMATIONAL LETTER NO.1088

DATE: January 12, 2012

TO: Iowa Medicaid Home and Community Based Services (HCBS) Individual and **Agency** Consumer Directed Attendant Care (CDAC) Providers

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

RE: CDAC Daily Service Record Documentation Form Supplies
Replacement Text is Highlighted Below

Approximately every five months for the past several years, the IME has automatically sent providers a supply of the Daily Service Record Documentation pads. Effective January 1, 2012, the IME will discontinue the practice of automatically mailing these documentation pads. Providers needing the forms should contact the IME Provider Services Unit at the telephone number shown below to order the forms.

The form is required to document all **individual and Agency** CDAC services provided on and after December 1, 2008, as evidence to support CDAC services provided and billed to the IME. **Assisted Living facilities providing CDAC services are not required to use this form, but are still required to document in accordance with Iowa Administrative Code 441-79.3.**

The form is also available online and can be printed off to be used daily. To access the form online go to: <http://www.ime.state.ia.us/Providers/Forms.html> and select Form #470-4389 - Consumer Directed Attendant Care (CDAC) Daily Service Record.

Thank you for your service to Iowa Medicaid consumers. If you have any questions or need to order the form please call our specialized CDAC call center at 1-800-338-7909 (option 3) or locally in the Des Moines area at (515) 256-4609 (option 3).