


**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Health Care Finance**



Office of the Senior Deputy Director/Medicaid Director

**Transmittal # 17-29**

**TO:** Home Health Agencies (HHAs)  
**FROM:** Claudia Schlosberg, J.D.   
Senior Deputy Director and State Medicaid Director  
**DATE:** November 21, 2017  
**SUBJECT: Enrollment of Personal Care Aides (PCA)**

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The purpose of this transmittal is to announce that under the District of Columbia State Plan for Medical Assistance (State Plan), Personal Care Aides (PCA) are now required to enroll in the DC Medicaid program for Home Health Agencies (HHAs) to claim Medicaid reimbursement for PCA services.

For PCAs to enroll they must create an account at [www.dcpdms.com](http://www.dcpdms.com) to submit an enrollment application. The PCA should create an account and begin the enrollment process by selecting the application type: PCA Aide. To enroll, PCAs **must** have a National Provider Identifier (NPI) and be certified by the DC Department of Health/Health Regulations and Licensing Administration (DOH/HRLA).

For dates of service beginning April 1, 2018, HHAs providing State Plan PCA services will continue to bill Medicaid by inserting the NPI number of the PCA in the Other NPI 2 field. Whereas HHAs billing for PCA services under the Elderly/Persons with Disabilities (EPD) Waiver will bill Medicaid by submitting the PCA's NPI number as the rendering provider with the Waiver HHA provider as the billing provider. In both cases, the PCA must be affiliated with an active DC Medicaid Home Health Agency or an EPD Waiver provider. DHCF affirms that an individual PCA is limited to providing no more than sixteen (16) hours of service in a single day for both State Plan and EPD PCA services.

If you have any questions regarding this transmittal, please contact Mike Brown, Manager, Division of Public and Private Provider Services via e-mail at [mikel.brown@dc.gov](mailto:mikel.brown@dc.gov) or telephone at 202-698-2044.

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Medical Society of the District of Columbia  
DC Hospital Association  
DC Primary Care Association  
DC Health Care Association  
DC Home Care Association  
DC Behavioral Health Association  
DC Coalition of Disability Service Providers