

TO: Local District Commissioners, Medicaid Directors

FROM: Susan Montgomery, Special Assistant
Office of Health Insurance Programs

SUBJECT: Implementation of Assessments Conducted by the New York Independent Assessor (NYIA) Based on an Immediate Need for PCS/CDPAS

EFFECTIVE DATE: December 1, 2022

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The purpose of this General Information System message is to remind local departments of social services (LDSS) that the implementation date for the New York Independent Assessor (NYIA) to begin conducting initial assessments for adults 18 and over seeking personal care services and/or consumer directed personal assistance services (PCS/CDPAS) based on an immediate need for services is **December 1, 2022** as outlined in [GIS 22 MA/07](#). The date was delayed from the original implementation date of July 1, 2022 as outlined in [22 OHIP/ADM-01](#).

Adults 18 and over seeking PCS and/or CDPAS based on an immediate need for those services will now have the option of providing, as part of their request for PCS/CDPAS based on an immediate need, a Practitioner Statement of Need form ([DOH-5779](#)) in lieu of a Physician's Order form (DOH-4359 or HCSP-M11Q). The Practitioner Statement of Need requires less documentation on the part of the practitioner and can be completed by a MD, DO, NP or PA.

Regardless of whether the individual provides a Practitioner Statement of Need form or Physician's Order form to substantiate their immediate need for services, they will still also be required to have a NYIA Independent Practitioner Panel (IPP) clinical appointment and have the IPP clinician complete a Practitioner Order.

Once the individual provides a completed Immediate Needs packet as outlined in the Attestation of Need ([DOH-5786](#), formerly OHIP-0103), the LDSS must follow the process below to refer adult individuals to NYIA immediately and without delay to schedule a community health assessment and clinical appointment, to be completed in an expedited timeframe.

The LDSS electronically completes the web-based NYIA Expedited/Immediate Need Request Form via a secure URL. Once receiving an auto-generated confirmation email from NYIA that the form has been received, the LDSS initiates a three-way call with the NYIA Operational Support Unit (OSU), the LDSS and the individual.

Individuals may not bypass the LDSS when requesting immediate need processing for PCS and/or CDPAS. If an individual seeking PCS and/or CDPAS based on an immediate need self-refers to the NYIA or is directed to the NYIA by a discharge planner or other referral source, the Customer Service Representative (CSR) will direct the individual to contact their LDSS for immediate need processing.

Please note this update does not apply to children (under 18 years of age). The LDSS will continue to perform the assessments for this population and require a Physician's Order form (DOH-4359 or HCSP-M11Q) as outlined in [16 OHIP/ADM-02](#).

For more information on the immediate need process under NYIA, please refer to [22 OHIP/ADM-01](#).

Questions on this GIS can be directed to independent.assessor@health.ny.gov.