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DATE: March 30, 2020 NUMBER: JACC PI 2020 - 03
TYPE: JACC Program Instruction SUPERSEDES: None
SUBJECT: JACC (Jersey Assistance for Community Caregiving) COVID 19 Policy Guidance DISTRIBUTION CODE: I a, b, i; II a; IV d

EFFECTIVE: Immediately

APPLICABILITY: JACC Care Coordinators, JACC Care Managers

BACKGROUND: The Governor has declared a State of Emergency due to COVID-19. This has resulted changes to business practices for State, County, and local offices, services, and businesses.

INSTRUCTION: **Contact with JACC participants:**

- All face-to-face visits were suspended effective March 16, 2020 and replaced with telephonic contacts. This includes quarterly visits and yearly reassessment visits.
 - If a participant is due for their yearly JACC clinical reassessment during this time, completion shall be done telephonically.
 - Skype, FaceTime, webinar, and other live video conferencing technology is permitted, *if the connection is documented to meet HIPAA requirements.*
 - The method of contact for the "virtual visit" shall be documented in the case record.

New admissions:

Financial

- Only "provisional" approvals will be issued at this time. All provisional approvals will be reviewed by the Division of Aging Services (DoAS) fully at a later date.

(see next page)

- All applications are to be discussed with the JACC Program Administrator (Leslie Alvarez or designee) PRIOR to submission. Only those applications which the JACC Program Administrator agrees are necessary and appropriate at this time shall be processed.
 - Counties shall only send applications if the county has budget within their allocation to take on the new case immediately.
 - Counties which are over allocation will not be permitted to submit.
- The JACC Program Administrator will agree that the application can be submitted:
 - If the county's program can serve the person right now (county is not over allocation), AND
 - There are no other programs available and appropriate to provide care (such as Statewide Respite), AND
 - The applicant has scored a 3 on the Screen for Community Services, then
 - The Care Coordinator can fax the application to DoAS at 609-689-6040 (this is the secure fax server that the Care Coordinators send Special Requests to).
- All other financial applications should be held by the JACC Care Coordinators until further notice.

Clinical

- The counties will NOT make referrals to Office of Community Choice Options (OCCO) themselves. DoAS will enter the referral into SAMS after review of the financial application. For details on OCCO's process during this time, see the attachments.
 - OCCO will NOT be conducting a new SCS if already done by the ADRC.
 - OCCO will be contacting each applicant to conduct Options Counseling, based on the Screen. It is IMPERATIVE that the Screen's narrative include additional detail to enable the assessor to provide options counseling. If the narrative is blank or minimal, the Care Coordinator will be advised that the application will NOT go forward until the narrative is complete.
 - *Assessor counties:* Assessor Counties will only follow the remote assessment process established by OCCO if the JACC application has been approved for processing by the JACC Program Administrator.

(see next page)

PEPs (Participant-Employed Providers):

- Until further notice, spouses and responsible parties of JACC participants may act as PEPs.
 - **This is at the CM's discretion, and ONLY if regular home care or a current PEP is not available. Monthly budgets still apply.**
 - This is temporary, and will end when the current emergency ends. If this option is used, the Care Manager shall record such in the Monitoring Record and Plan of Care accordingly.
- For all new PEPs, the only form required is the I-9. The I-9 shall be faxed to PPL, with a cover sheet stating:
 - The purpose of the I-9,
 - The JACC participant's name,
 - The applying PEP's name, and
 - The Care Manager's name.
- Work cannot be authorized until PPL has provided a Good to Start date.
- **Full packets will be required for all new PEPs within 120 days.**
- ISAs shall be entered into HCBS by the Care Manager.

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Enclosures

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