


To: All Personal Assistance Services (PAS) Providers
From: Jeremy Brunssen, Interim Director 
Date: May 18, 2020
Re: Declared State of Emergency due to COVID-19, Personal Assistance Services (PAS) provider timesheets

This provider bulletin is being sent due to the declared State of Emergency issued for the State of Nebraska due to the COVID-19 public health emergency. In order to ensure patients, providers, and signatories are safe during the public health emergency the following allowances are being made regarding the signing of timesheets for PAS services. These allowances are only in effect for the duration of the declared public health emergency.

As a provider please continue to work with the participant to obtain a physical signature on the timesheet. There are several ways for providers to obtain physical signatures from participants.

1. Offer a hands-off delivery option such as placing the paperwork under or inside the participant's door, stepping at least 6 feet away allowing them to sign the paperwork, and pick it up once they have signed it.
2. Another option is to mail the paperwork to the participant (please keep a copy for yourself). Include a self-addressed stamped envelope to ensure it can be easily mailed back to you.

If you are unable to obtain a participant's physical signature on the timesheet please provide written documentation of your efforts to obtain a signature. Please state in the documentation the steps you took to try and obtain a physical signature and that you are unable to obtain a physical signature due to the COVID-19 public health emergency. On the claim form please include the PAS participant's phone number and the statement "unable to get signature due to COVID". The documentation and claim form can be submitted by dropping it off at your local DHHS office, via fax at (402) 742-2310, or via email to DHHS.ACCESSneSESArD@nebraska.gov.

If you require a second signature validation, the third party (second signature individual) must sign a piece of paper, preferably the MC-37 timesheet. A second signature is required on the timesheet when the provider is the guardian of the participant. Providers must make arrangements to obtain the physical signature and can utilize the suggestions above for obtaining a physical signature such as hands off delivery or mailing the form.

Questions regarding this memo should be sent to: DHHS.PAS@nebraska.gov

Provider Bulletins, such as this one, are posted on the DHHS website at <http://dhhs.ne.gov/pages/Medicaid-Provider-Bulletins.aspx>. Please subscribe to the page to help you stay up to date about new Provider Bulletins.

DHHS has a dedicated COVID-19 web page at: <http://dhhs.ne.gov/pages/Coronavirus.aspx>

The CDC's dedicated page is available at: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>