



RON DESANTIS  
GOVERNOR

MARY C. MAYHEW  
SECRETARY

February 24, 2020

## Statewide Medicaid Managed Care (SMMC) Policy Transmittal: 2020-10

Applicable to the **2018-2023 SMMC contract benefits** for:

- Managed Medical Assistance (MMA) and MMA Specialty
- Long-Term Care (LTC)
- Dental

### Re: Ad Hoc Request for Private Duty Nursing (PDN) Policies and Procedures

The managed care plan may be required to provide the Agency or its agents information or data relative to this contract. In such instances, and at the direction of the Agency, the managed care plan must fully cooperate with such requests and furnish all data or information in a timely manner, in the format in which it is requested. The managed care plan must have at least thirty (30) days to fulfill such ad hoc requests, unless the Agency directs the managed care plan to provide data or information in less than thirty (30) days. The managed care plan must certify that data and information it submits to the Agency is accurate, truthful, and complete in accordance with 42 CFR 438.606. (Attachment II, Section XVI.A.1.b.) The purpose of this policy transmittal is to request the managed care plan provide the Agency documentation of the review and authorization of private duty nursing (PDN) services.

The managed care plan must provide the Agency with the following documentation related to:

- ❖ Policies and procedures for reviewing PDN service authorization requests;
- ❖ Medical necessity criteria utilized for PDN service authorization reviews; and
- ❖ Any other protocols or materials related to PDN service authorization reviews.

The managed care plan must submit the requested documentation to the Agency in a single, zipped file, using the following naming convention "ABC\_YYYYMM\_PDNSAD". The managed care plan must submit this file to the Agency's secure file transfer protocol site at <https://sftp.ahca.myflorida.com:4443/EFTClient/Account/Login.htm> in the AdHoc/2020 folder located within the managed care plans' designated folder path. The managed care plan must use the aforementioned naming convention, where ABC is the managed care plan's three-character identifier; YYYY is the four-digit year and MM is the two-digit month the file is being submitted; PDN is private duty nursing; and SAD is service authorization documentation. The managed care plan must submit its file to the Agency no later than 5:00 P.M., Eastern Time, on March 2, 2020.

If you have any questions or concerns, please contact your Agency contract manager at (850) 412-4004.



Statewide Medicaid Managed Care (SMMC) Policy Transmittal 2020-10  
Re: Ad Hoc Request for Private Duty Nursing (PDN) Policies and Procedures  
February 24, 2020  
Page 2 of 2

Sincerely,

A handwritten signature in black ink that reads "Shevaun Harris". The signature is written in a cursive style with a prominent initial "S".

Shevaun Harris  
Assistant Deputy Secretary for  
Medicaid Policy and Quality

SH/sr