Attention Personal Care Services Providers: Recipient Requests for Copy of Functional Assessment Service Plan

Personal Care Services (PCS) providers receive the Approved Personal Care Service Plan, which is a one-page document providing total authorized PCS hours. The PCS provider is responsible for providing a copy of the Approved Personal Care Service Plan to the recipient. When requested by the recipient, the Functional Assessment Service Plan (FASP) may be requested from Nevada Medicaid on behalf of the recipient by the provider. Per Web Announcement 1154, provider types 30 (Personal Care Services – Provider Agency) and 83 (Personal Care Services – Intermediary Service Organization) no longer receive a copy of the FASP.

If a PCS recipient requests a copy of their FASP through the PCS provider, the PCS provider should upload a request to Nevada Medicaid via the Provider Web Portal by completing the following steps:

- Complete page 1 of form FA-24 Authorization Request for Personal Care Services (PCS).
- Under Section 2 of FA-24, check the “Information Only” box. Within that section, write “Requesting copy of FASP.”
- In the Provider Web Portal, attach the FA-24 to the recipient’s current authorization.

Nevada Medicaid will email a copy of the recipient’s FASP to the PCS provider. The PCS provider will be responsible for providing a copy of the requested FASP to the recipient.