



## OSS ADVISORY

FY 2008-03  
OSS Program Phone (803) 898-2590  
OSS Program Fax (803) 255-8209  
Email VARN@SCDHHS.GOV

---

March 07, 2008

### **CRCF-01 FORMS OR MSC004 FORMS FOR INCOME CHANGES**

You should have received either CRCF-01 Forms or MSC004 Forms reflecting the new countable income for 2008 on every OSS client residing in your facility. Many of these were not submitted with the TADs for January 2008. Please compare the incomes on your remittance advice for the January 2008 dates of services with the forms you received. If the income change was not reflected, you need to make sure you have a form for each OSS client, and submit it with your turn-around document (TAD) for February 2008 services. If you did not receive one of these two forms for each OSS client, you need to contact your local eligibility worker to obtain a copy of the form. Please be sure that: each form is signed by the County Eligibility Worker and the Facility Administrator; each form has your correct six digit provider number in Section I – Item 8; and each form has the correct month, year and income amount in Section II – Item C.

### **NON-MEDICAL ABSENCES FROM THE FACILITY**

Residents participating in the OSS Program MAY NOT be absent from the facility for non-medical reasons for more than 10 consecutive days nor more than 10 total days per calendar month unless approved by a physician for therapeutic leave. Physician approved therapeutic leave MAY NOT exceed 30 consecutive days. All physician approved leave must be submitted to the OSS Program Manager following the same procedures used for a 30 Day Bed Hold for an approved medical absence.

**FAXED TURN-AROUND DOCUMENTS (TADs)  
WILL NO LONGER BE ACCEPTED**

Effective February 01, 2008, faxed TADs are **no longer accepted**. We can no longer accept faxed TADs due to problems concerning legibility and reduced type size. Please mail the original TAD (DO NOT cut or alter the original TAD in any way) and appropriate documentation to arrive by the 17<sup>th</sup> of each month to:

**Claims Receipt – CRCF  
Claims Section  
Post Office Box 67  
Columbia, South Carolina 29202-0067**

If you must overnight your TAD so it arrives by the 17<sup>th</sup> of each month, please send to:

**MCCS – NH/OSS AW-220  
8901 Farrow Road  
Columbia, SC 29203-9731**

If original TADs are not received timely, payment will not be made. The procedure below will need to be followed to receive payment.

## **REMOVAL OF CLIENTS FOR ORIGINAL TADs NOT RECEIVED TIMELY**

**Original TADs** are due by the 17<sup>th</sup> of each month. If the TAD is not received timely, all OSS clients will be removed from your TAD. This means the CRCF will not receive any payment for the month that the TAD was not returned. In order to receive payment, the CRCF will need to submit the TAD that was not returned as well as the new TAD the following month. The CRCF will also be required to add the clients to the new TAD – because it will be blank upon receipt as the clients have been removed.

Example for the upcoming month - (The CRCF does not submit TAD for February 2008 services by March 17, 2008 – the claims center will remove clients after an attempt has been made to contact the CRCF for the TAD – no payment will be made on April 04, 2008 – the new blank TAD for March 2008 services will be mailed to the CRCF on April 04, 2008 – the CRCF must mail in the TAD for February 2008 services that they neglected to send as well as the TAD for March 2008 services – the TAD for March 2008 services must include each client added {hand-written in} to the TAD for February 2008 and March 2008 services including number of days and income amounts as well as a copy of the admitting CRCF-01 for the client and any CRCF-01s changing income – the TADs for February 2008 and March 2008 would have to be received by the claims center no later than April 17, 2008 to be processed timely.

This will be an ongoing process for original TADs not received and for original TADs not received timely. There are many CRCFs that are habitually not sending the TADs in timely or they are not sending them in at all. **Remember** – TADs are only processed once a month. If you neglect to send your TAD in timely, we cannot process the information until the normal processing dates for the next month.