



State of Louisiana

Department of Health and Hospitals
Office for Citizens with Developmental Disabilities

OCDD-P-16-002

TO: OCDD Day Program, Supported Employment, Prevocational Services,
Center Based Respite Providers

FROM: Mark A. Thomas, Assistant Secretary 
Office for Citizens with Developmental Disabilities

DATE: February 3, 2016

SUBJECT: LaSRS Supported Employment and Center Based Services Electronic
Visit Verification

During January 2016, you were trained on the new LaSRS system developed by Statistical Resources, Inc. (SRI), which captures the electronic clock in/out for center-based services (day habilitation, prevocational, and center-based respite) and supported employment services (mobile crew, enclave, individual supported employment, job follow along, etc.), including transportation, for all individuals supported by your agency. At that time, you were informed that implementation of this system has been delayed until March 1, 2016. The 30 day delay is to allow providers time to set up their system, train their staff, and secure devices to electronically clock in/out individuals for these services.

Use of this system will be mandatory for all OCDD Center-Based/Supported Employment service providers. The implementation date of March 1, 2016 is mandatory for all OCDD Day Habilitation and Prevocational Services.

A six month delay from March 1, 2016 will be allowed for the LaSRS electronic clock in/out for **Supported Employment and Center-Based Respite services only**. All providers are expected to utilize the LaSRS electronic clock in/out for Supported Employment and Center-Based Respite services by **September 1, 2016**. If you expect to delay implementation of the electronic clock in/out for Supported Employment and/or Center-Based Respite services, please send an email to Kim Kennedy at Kim.Kennedy@la.gov for informational purposes.

Use of the LaSRS electronic clock in/out for transportation services will not be mandatory at this time. However, SRI will block overlapping units for both transportation and PCA services with the PCA provider and the Center-Based/Supported Employment provider. It will be up to both providers to resolve the overlap, so units can be released for billing.

Implementation of LaSRS electronic clock in/out has two direct benefits to Center-Based/Supported Employment providers: first, the provider will not have to manually enter services into LaSRS (**LAST will not be used for these services after March 1, 2016**); second, overlaps with PCA providers will only be blocked on the PCA provider side if the electronic clock in/out is used and not manually altered by your agency staff. Attachment 1 provides guidelines for proper clock in/out and staffing procedures to be observed by your agency.

Providers who have an existing electronic clock in/out system for the **mandatory** services identified in this memo may request an exemption from implementation; however, the request must be submitted **in writing** to OCDD at the email addressed identified below. All mandatory Center-Based and Supported Employment services provided by the agency must be supported by the electronic system. Additionally, the system must provide the same information provided by LaSRS. See Attachment 2 for the minimum information required of an electronic clock in/out system.

All exemption requests for should be directed to Kim Kennedy (OCDD NOW Program Manager) by email at Kim.Kennedy@la.gov.

Attachments