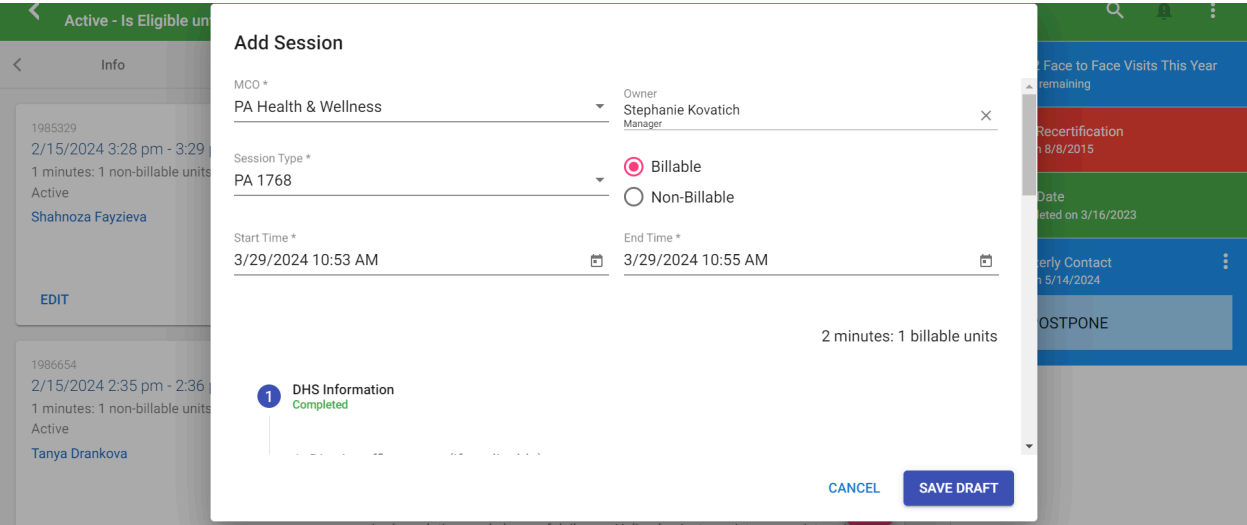
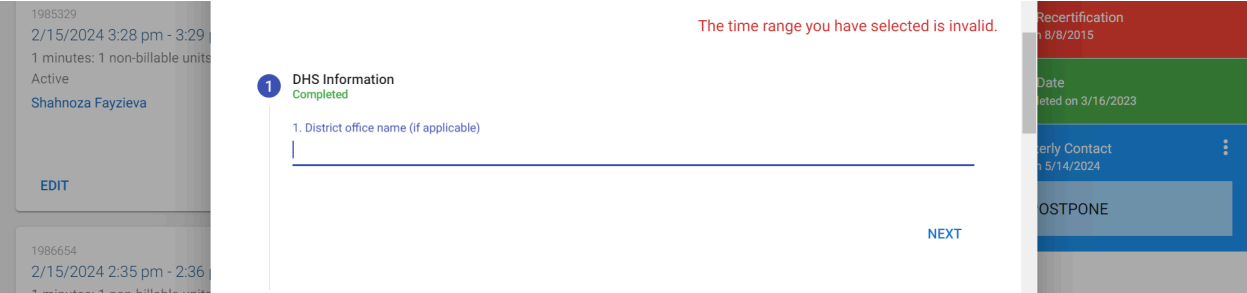


1768 Session Guide

1. The purpose of 1768 forms is to communicate changes in the participant's information to PA Health & Wellness and the County Assistance Office (CAO)
 - a. Example of changes to be reported through 1768
 - i. Change of address
 - ii. Change of phone number
 - iii. LTC placement
 - iv. Discharge from LTC placement
 - v. Changes with the waiver or eligibility
 - vi. Death
2. 1768's are done via a Function Portal Session
 - a. To complete a 1768, go to the Sessions Tab in FP and click on the Pink circle with the + sign and select "PA 1768" from the drop down for "session type".



3. District office name
 - a. If you know the district Office name, then fill in the response
 - b. If you do not know the district Office name, skip the question



4. Select whether the participant is "new" or "current"

- a. If the participant is current, then an additional question will appear, asking what the 1768 is being used to communicate
 - i. Select the appropriate option, if you are unsure, ask a Supervisor
5. Sign in the box as the “submitter”

2 Origination
Completed

1. Is the individual a new or current HCBS applicant? *

New
 Current

2. What is the current HCBS recipient reporting? *

Update
 Change
 Transfer
 Termination

3. Submitter signature *

6. Select if the participant has a representative
- a. If yes, additional questions about the rep will open and are required to be answered

3 Representative
Completed

1. Does the individual have a representative? *

Yes
 No

2. Name of individual's representative *

John Smith

3. Relationship to individual *

Brother

4. Representative's phone number *

215-555-5555

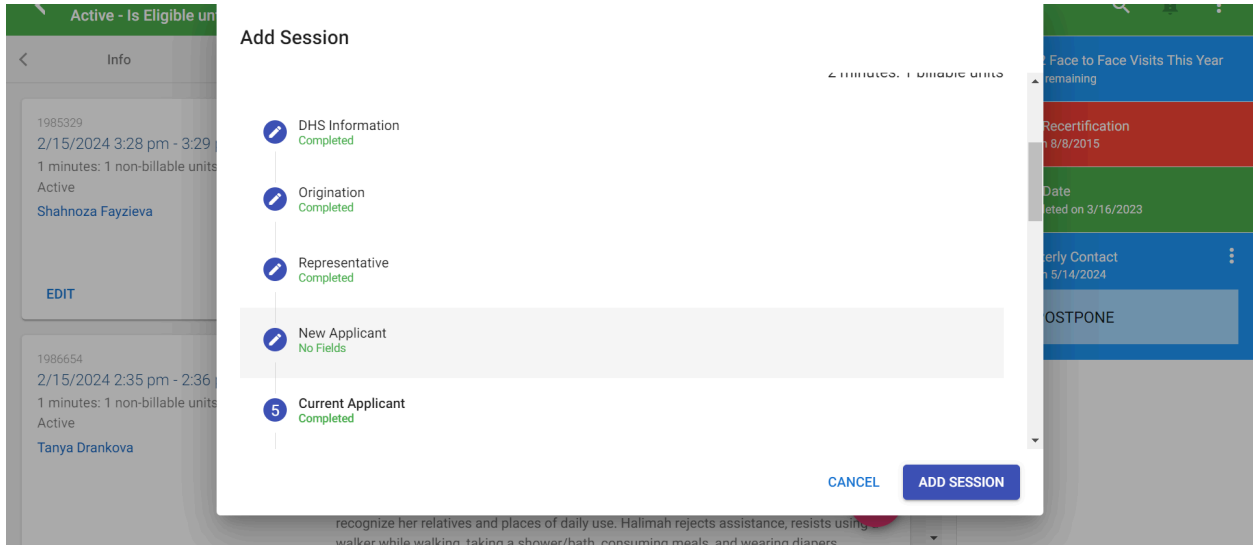
5. Representative's address (include street, city, state and ZIP code) *

123 ABC Road, Pittsburgh, PA 15205

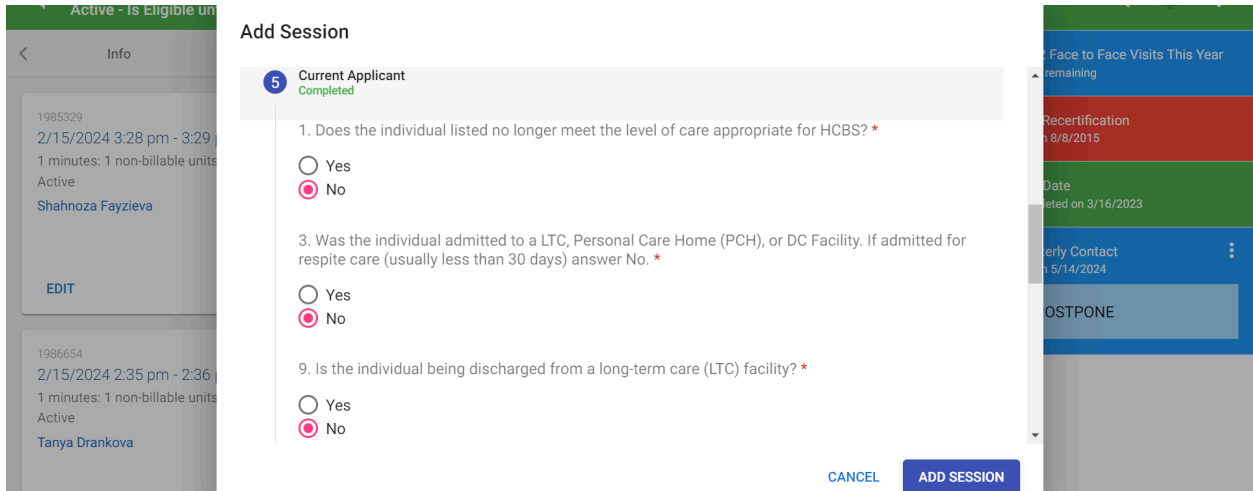
6. Representative's email *

n/a

7. Based on answers to previous questions in the session, either “New applicant” **OR** “current applicant” will need to be filled out.

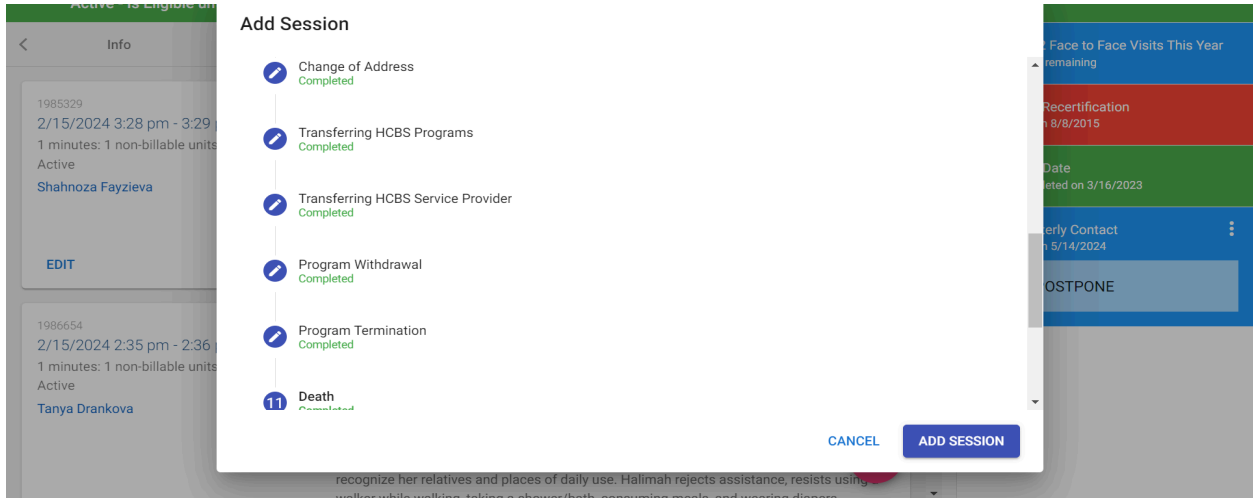


8. Answer all of the questions appropriately



9. Sections 6 thru 11 require a “yes” or “no” response, based on the reason for completing this 1768

- a. If a “yes” response is selected then additional questions will open and must be answered



10. If there is a need to provide additional information on the 1768 (ie. if you are doing 1768 for only a change in phone number), then use the “comments” section

