



DEPARTMENT OF THE ARMY
WARRIOR TRANSITION COMMAND
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ALEXANDRIA, VA 22332-2500

07 NOV 2014

MCWT-PER

WCTP Policy Memo 14-012

Expires: 07 NOV 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Process for Submitting Special Compensation for Assistance with Activities of Daily Living (SCAADL) Packets

1. References:

- a. DoDI 1341.12, Special Compensation for Assistance with Activities of Daily Living (SCCADL), 31 August 2011, Change 24 May 2012.
 - b. Army Directive 2011-22 (Special Compensation for Assistance with Activities of Daily Living), 21 November 2011.
 - c. DoD Financial Management Regulation, Summary of major changes to DoD 7000, 14-R, Volume5, Chapter 33, "Certifying Officers, Departmental Accountable Officials and Review Officials," August 2010.
 - d. OTSG/MEDCOM POLICY MEMORANDUM: Appeal Process for Special Compensation for Assistance with Activities of Daily Living (SCAADL) Determination, 12 May 2014.
- 2. Purpose:** To provide operational guidance to Regional Medical Command (RMC), Warrior Transition Office (WTO), Warrior Transition Unit (WTU) and the Medical Treatment Facility (MTF) personnel designated as the Point of Contact (POC) regarding the process for submitting SCAADL packets to the RMC WTO SCAADL Teams and DFAS.
- 3. Proponent:** The proponent for this policy is the United States Army Warrior Transition Command (WTC) G1.
- 4. Applicability:** This memorandum applies to all Soldiers who have Permanent Catastrophic injury or Illness incurred or aggravated in the line of duty, and who meet all criteria set forth in the Department of Defense (DoD) Instructions 1341.12 and reference B.
- 5. General:** SCAADL is a program authorizing compensation for catastrophically ill or injured Soldiers who are in an outpatient status. SCAADL compensation is intended to offset the economic burden borne by primary caregivers providing these Soldiers with nonmedical care, support and assistance.

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6. Policy:

a. The SCAADL process starts when a Soldier is identified for consideration of SCAADL by the care team or request application for the SCAADL program. **Soldier may or may not be assigned or attached to a WTU.** See(14). If found eligible, continue with subparagraph b. If not found eligible, counsel the Soldier in writing and advise of their appeal rights.

b. WTU SCAADL POCs will collect the required documentation (See 9a.), review for accuracy and completeness and submit packets to the MTF Commander for final approval before sending to the RMC WTO SCAADL Team. **All SCAADL packets must be approved by the MTF Commander or their designated representative Deputy Chief of Clinical Services (DCCS) but cannot be further delegated.**

c. RMC WTO SCAADL Team accepts, reviews, and logs packets; conducts quality assurance review of packets for completeness and accuracy, develops a Transmittal Log (TL) and Certification memo and forwards packet to WTO Certifying Official (CO) for validation and signature.

d. The RMC WTO Certifying official forwards Certification memo and TL to DFAS at dfas-inscaadl-army@dfas.mil for payment.

e. RMC WTO SCAADL Team maintains accountability and status of the Soldier packet and communicates with the WTU SCAADL POC and DFAS throughout the SCAADL process.

f. RMC WTOWTU SCAADL POCs will maintain hard copies of packets; TL and Certification memo in a HIPAA approved location for three years from the time packet is completed. These documents are subject to audit. Policies and sample documents are located on the Warrior Transition Command web page at www.wtc.army.mil.

7. Responsibilities:

a. WTU SCAADL POC.

(1) Collect all necessary documentation required to complete and submit SCAADL packets to the RMC WTO SCAADL Team, and maintain vigilance with regard to packets and continues monitoring all SM receiving SCAADL.

(2) Request training and guidance from the WTC/WTO as needed and stay informed of all policy revisions.

(3) Review all packets in their purview for eligibility threshold monthly.

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(4) Submit monthly SCAADL Tracking Roster to the RMC WTO SCAADL team, on the last working day of each month.

(5) Each WTU will provide an updated WTU SCAADL POC and alternate roster monthly to RMC WTO SCAADL POC. The roster will include at a minimum the full name, phone number, and e-mail address of the POC and alternate.

(6) Maintain hard copies of packets (approved and disapproved) in a HIPAA approved location for three years. These documents are subject to audit.

(7) Maintain a digital tracking system for all packets received.

(8) Ensures that the command leadership is counseling Soldiers appropriately on any program changes and individual eligibility requirements which include but are not limited to periodic recertification.

b. MTF Commander/DCCS.

(1) The MTF CDR or designated representative (DCCS or 06 level WTB Commander only) is the approval authority for SCAADL at the MTF-level. Further delegation of this authority is not authorized.

(2) The MTF Commander (or DCCS) will verify that all required information is present and the Soldier's application is complete before approving the request. The MTF Commander will disapprove the application if the Soldier does not meet the required eligibility criteria. Disapproved packets will be returned to the Soldier's Commander where he or she will counsel the Soldier on his or her appeal rights (see 13).

(3) The approved packet will then be forwarded to the WTO SCAADL POC for processing to DFAS with copies furnished for the WTC, G1 and submitting WTU.

c. RMC WTO SCAADL Team.

(1) Review all packets and ensure they are complete and accurate.

(2) Generates TL and Certification memo to be signed by the RMC WTO SCAADL CO. WTO SCAADL CO certifies accuracy of documents and authorizes payment of funds. The CO then forwards TL and Certification memo to DFAS at dfas-inscaadl-army@dfas.mil for payment.

(3) Store hard-copies of packets, TL and Certification memo for a period three years. These documents are subject to audit.

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(4) Monitor trends for incomplete or incorrect packets submissions for training purposes and discusses these trends with the SCAADL POCs.

(5) Schedule and share monthly teleconferences meetings with all WTU POCs.

(6) Maintain a digital tracking system for all packets received.

(7) Provide RMC SCAADL roll up to the WTC SCAADL team at usarmy.pentagon.medcom-wtc.mbx.g1-scaadl@mail.mil , by the 1st of each month.

(8) Distribute DFAS monthly report to all unit POCs.

(9) Maintain a current and accurate list of all WTU SCAADL POCs and provides a copy with full name, phone number, and e-mail address to WTC SCAADL Team monthly or as changes occur.

8. Process Timeline.

a. The SCAADL timeline starts at the WTU when a Soldier is identified by the care team or requests application for the SCAADL program; Soldier eligibility starts on the date the DoD or VA physician signs the DD Form 2948. The packet must be processed to DFAS within 30 days of the DoD or VA physicians signature on the DD Form 2948.

b. WTU SCAADL POC will review the packet for completeness and accuracy; will forward completed packets to MTF Commander within 3 working days. The MTF Commander /DCCS has 5 working days to approve or disapprove the packet and return to the WTU POC if disapproved. Approved packets must be submitted to the RMC WTO, SCAADL POC for processing within 3 working days of approval.

c. WTU SCAADL POCs will indicate whether a packet is a START, STOP, Re-certification (RE-CERT) or an Appeal when e-mailing packets to the RMC WTO SCAADL Team

d. Packets sent to RMC WTO SCAADL Team will be forwarded to DFAS within 3 working days of receipt provided the packet is complete.

e. Packets missing information or needing corrections will be returned without action to WTU SCAADL POCs within 2 working days of receipt. The WTU POC then has 5 working days to make corrections and return to the processing authority.

f. DFAS payroll cut off is the 6th and 19th of each month. Therefore packets received by DFAS before the 6th of each month will be paid by 15th in that month; packets received after the 6th and before the 19th will be paid at the beginning of the following month. Backdated packets will not be submitted or processed by DFAS. RMC COs must ensure full compliance.

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9. SCAADL START Packets.

a. As a minimum, a SCAADL Start packet must consist of the following documents:

- (1) SCAADL Packet Check List
- (2) The Soldier written request to the commander.
- (3) DD Form 2948.
- (4) Enclosure 1, The Commanders Action on Application form.
- (5) Enclosure 2, Department of Defense physician Certification.
- (6) Enclosure 6, Notification memorandum to Soldier of Commander's determination of eligibility.
- (7) Payment computation from the SCAADL calculator (screenshot).
- (8) Written Counseling statement (DA Form 4856).

b. Only DoD or Veterans Affairs (VA) medical physician signatures are authorized. If the DD2948 is filled out by an adjunct provider, (i.e. physician Assistants (PA) or Nurse Practitioner (NP)), the form must be countersigned and dated by a DoD or VA physician.

10. Recertification Packets.

a. SCAADL recertification packets will follow the same process as initial packets, but will be submitted not less than 60-days from scheduled expiry of the original packet(see 9a). Unit POCs will need to establish internal timelines that are consistent with this policy and will be tracked in the same fashion as an initial packet.

b. SCAADL Recipients must have their eligibility reviewed:

- (1) At a minimum of every 180 days.
- (2) When geographic location changes, to include transfers between WTU, CCU, or RMC
- (3) When level of required assistance (i.e. ADLs) or medical status changes
- (4) When Soldier transitions out of military

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(5) If Soldier receives home health care from TRICARE

11. STOP Packets.

a. WTU SCAADL POCs will send the following documents to RMC WTO SCAADL Team for STOP actions:

(1) SCAADL Stop Packet Check List.

(2) DD Form 2948.

(3) Enclosure 1, The Commanders Action on Application form.

(4) Enclosure 6, Notification memorandum to Soldier of Commander's determination of eligibility.

(5) Written Counseling statement.

(6) Supporting Documents for STOP, (i.e. retirement order, Separation Order, and/or clinical notes).

(7) VA Caregivers application approval (if applicable).

b. Reasons for expiration of SCAADL eligibility/STOP actions.

(1) Medical retirement or retirement of the SM.

(2) The last day of the month during which the Soldier dies.

(3) A Soldier is no longer afflicted with a catastrophic illness or injury or no longer would require hospitalization, nursing home care or other residential institutional care in the absents of assistance.

(4) A Soldier is inpatient for >15 consecutive days.

12. Extended SCAADL Payments. Soldier qualifies for SCAADL for up to 3 months after their ETS date or separation, but the Soldier must still have eligibility available on their 180 day eligibility in order to qualify.

13. SCAADL Appeals.

a. The SCAADL appeal process is outlined in Army Directive 2011-22 and OTSG/MEDCOM Policy 14-039.

b. There are only two SCAADL determinations that can be appealed.

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(1) Eligibility.

(2) Tier level.

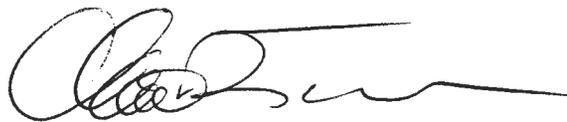
c. Appeal must be processed in a timely manner.

14. SCAADL Applications for Soldiers Outside of WTUs.

a. Once a Soldier is identified as meeting eligibility criteria for SCAADL, the Soldier's Commander (O6/O5) will verify that the packet is complete to include Enclosure 6. (See 9a.) A POC will be established at the Soldier's unit to forward all information to the closest WTU to their location for processing. The WTU will then process the packet through the MTF to the RMC and assist the non-WTU Commander as needed to ensure compliance with all program directives.

b. The Soldier's unit POC will be responsible for updating and providing information to the WTU POC and to his/her commander on the Soldier's eligibility and status.

15. POC for this policy is Mr. Louis Perry, Louis.a.perry4.civ@mail.mil or 703-325-2030.



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