



Department of Defense MANUAL

NUMBER 1341.12
August 10, 2015

USD(P&R)

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

References: See Enclosure 1

1. PURPOSE. In accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), this manual implements policy, assigns responsibilities, and provides procedures for managing the DoD SCAADL Program in accordance with DoD Instruction (DoDI) 1341.12 (Reference (b)).

2. APPLICABILITY. This manual applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

3. POLICY. It is DoD policy in accordance with Reference (b) that Service members who have a permanent catastrophic injury or illness incurred or aggravated in the line of duty and meet the criteria of this manual should be authorized payment of SCAADL.

4. RESPONSIBILITIES


a. Assistant Secretary of Defense for Health Affairs (ASD(HA)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the ASD(HA) monitors the performance of the SCAADL program and recommends improvements in SCAADL policy.

b. Secretaries of the Military Departments. The Secretaries of the Military Departments will establish procedures to inform permanently catastrophically wounded, ill, or injured Service members (or their designated representatives) of their eligibility for SCAADL.

5. PROCEDURES. See Enclosure 2.

6. RELEASABILITY. **Cleared for public release**. This manual is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This instruction is effective August 10, 2015.



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Enclosures

1. References
2. Criteria and Procedures
3. Determination of Monthly Compensation

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....4

ENCLOSURE 2: CRITERIA AND PROCEDURES.....5

 CRITERIA5

 DETERMINATION OF COMPENSATION LEVEL5

 SCAADL ELIGIBILITY FORM.....6

 ASSESSING NEED FOR ASSISTANCE WITH ACTIVITIES
 OF DAILY LIVING (ADL)6

 REMOVAL FROM THE SCAADL PROGRAM.....7

ENCLOSURE 3: DETERMINATION OF MONTHLY COMPENSATION8

GLOSSARY11

 PART I: ABBREVIATIONS AND ACRONYMS11

 PART II: DEFINITIONS.....11

TABLE.....9

 Three-tier System.....9

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) DoD Instruction 1341.12, "Special Compensation for Assistance with Activities of Daily Living (SCAADL)," August 10, 2015
- (c) Section 439 of Title 37, United States Code
- (d) Title 38, United States Code
- (e) DoD Directive 5400.11, "DoD Privacy Program," October 29, 2014
- (f) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (g) Part 199.2(b) of Title 32, Code of Federal Regulations
- (h) DoD 6025.18-R, "DoD Health Information Privacy Regulation," January 24, 2003

ENCLOSURE 2

CRITERIA AND PROCEDURES

1. CRITERIA

a. Identification and Designation. Military medical authorities, the Federal Recovery Coordinators, recovery care coordinators, unit commanders, and medical or non-medical case managers collaborate in identifying Service members who may be qualified for SCAADL. A DoD or Department of Veterans Affairs (VA)-licensed physician will determine that a Service member has a permanent catastrophic injury or illness that was incurred or aggravated in the line of duty who is in need of assistance from another person to perform personal functions required in everyday living, such that, in the absence of such assistance would require hospitalization, nursing home care, or other residential institutional care and satisfies other criteria set forth in this manual.

b. Provide Information. Eligible Service members designated as needing a caregiver and meeting the guidelines established in section 2 of Enclosure 3 of Reference (b), along with the members' designated representatives, or other persons to which the Service member has given consent, will be informed and advised on the SCAADL program by a designated program representative. Information will include:

(1) The Service member's potential eligibility for SCAADL.

(2) The requirement to designate a primary caregiver to provide non-medical care, support, and assistance for the Service member.

(3) The estimated monthly compensation from the tier level and geographic location on the DD Form 2948, "Special Compensation for Assistance with Activities of Daily Living (SCAADL) Eligibility," as determined by the criteria in section 4 of this enclosure. The DD Form 2948 is available at <http://www.dtic.mil/whs/directives/forms/index.htm>.

(4) The taxable income requirements of SCAADL compensation.

(5) The results of periodic (at least every 6 months) re-evaluation and recertification of eligibility for SCAADL compensation, including a subsequent in person explanation, by a DoD or VA-licensed physician, of the reasons for any changes in tier level scoring.

c. Certification. Before compensation is paid, the unit commander or service designated representative will ensure the Service member meets the eligibility requirements.

2. DETERMINATION OF COMPENSATION LEVEL

a. As described in Enclosure 3 of this manual, the compensation amount is based on the

monthly amount a commercial home health care entity would generally pay an individual in the geographic area of the eligible Service member to provide equivalent personal care services.

b. If personal care services are provided outside the continental United States or in an area where commercial home health services are not available, then the United States national average for a commercial home health care entity will be used to determine the amount of monthly compensation.

c. Entitlement to SCAADL is not effective until the Service member satisfies all eligibility requirements as described in Enclosure 3 of Reference (b). If a Service member meets all eligibility requirements stated in Reference (b), then the effective date of entitlement to SCAADL will be the date a DoD or VA-licensed physician certifies the member meets the eligibility criteria for special compensation.

(1) A Service member entitled to SCAADL in accordance with this manual for a continuous period of less than 1 month is entitled to SCAADL for each day of that period at the rate of 1/30 of the monthly amount of SCAADL.

(2) The 31st day of a calendar month may not be excluded from a computation under this section.

(3) The rate for February will be determined as 1/28 of the monthly SCAADL rate. The rate for a February leap year will be determined as 1/29 of the monthly SCAADL rate.

d. Service members who meet the criteria for payment of special compensation in accordance with this manual and with section 439 of Title 37, United States Code (U.S.C.) (Reference (c)) will have the qualifying payments continue until the earliest of the following dates:

(1) The last day of the month during which a 90-day period ends that begins on the date of the separation or retirement of the Service member (e.g., March 1, 2014 (separation date) plus 90 days equals June 1, 2014 (last day of entitlement is June 30, 2014)).

(2) The last day of the month during which a DoD or VA-licensed physician determines the Service member no longer meets the eligibility requirements of SCAADL as outlined in this manual.

(3) The last day of the month preceding the month during which the Service member begins receiving compensation in accordance with section 1114(r)(2) of Title 38, U.S.C. (Reference (d)).

(4) The last day of the month during which the Service member dies.

e. If an outpatient Service member becomes an inpatient for a period of at least 16 cumulative days, then the Service member will:

(1) Have SCAADL payment suspended until a post-discharge re-evaluation occurs.

(2) Be re-evaluated by a DoD or VA-licensed physician, upon inpatient discharge, to determine SCAADL eligibility.

3. SCAADL ELIGIBILITY FORM. The DD Form 2948 will be used to document a Service member's eligibility for SCAADL. All personally identifiable information documented in the DD Form 2948 will only be used, maintained, and disseminated in accordance with DoDD 5400.11 (Reference (e)) and DoD 5400.11-R (Reference (f)).

a. A DoD or VA licensed physician will initially certify the Service member's medical eligibility then a health care professional will assess and evaluate the need for assistance with activities of daily living or supervision or protection requirements.

b. The DoD or VA licensed physician will certify the health care professional's assessment, and the unit commander or service designated representative will certify the Service member's administrative eligibility for SCAADL.

c. If the physician is not affiliated with DoD or VA, then arrangements will be made by the Service member's unit commander or service designated representative to have a DoD or VA-licensed physician review the case and complete the eligibility and certification process.

d. The final section of the DD Form 2948 is the Service member acknowledgement and signature.

4. ASSESSING NEED FOR ASSISTANCE WITH ACTIVITIES OF DAILY LIVING (ADL). A DoD or VA-licensed physician will use DD Form 2948 to assess and score a Service member's need for assistance with ADL supervision and protection requirements which, in the absence of such assistance, would require hospitalization, nursing home care and other residential institutional care. The Service member's assistance with ADL, supervision, and protection requirements will be evaluated in accordance with the instructions on DD Form 2948.

5. REMOVAL FROM THE SCAADL PROGRAM. If the Service member is found fit by a Service physical evaluation board, or otherwise returned to duty status as unfit, but retained on active duty, then the Service member will be removed from the SCAADL program in accordance with the Military Department's regulations.

ENCLOSURE 3

DETERMINATION OF MONTHLY COMPENSATION

1. OVERVIEW

a. The amount of monthly compensation will be based on the Department of Labor's Bureau of Labor Statistics (BLS) wage rate for a home health aide in the member's geographical location. The BLS website (www.bls.gov) provides the geographic location average pay rates. The BLS wage rates are updated annually and published effective January 1 of each year.

b. The monthly stipend calculator is available on the Military Compensation website (militarypay.defense.gov). The amount of monthly compensation is calculated using the zip code of the geographic location where the Service member currently resides and the Service member's dependence level.

c. The amount of monthly compensation is calculated based on the BLS wage rate for a home health aide using the 75th percentile of the hourly wage rate where the Service member currently resides. The 75th percentile most accurately reflects the national hourly wage rate for the competencies to be performed.

2. THREE-TIER SYSTEM

a. The amount of compensation for each Service member will be based upon a three-tier system recognizing the variation in complexity of care required by the Service member and provided by the caregiver. The compensation matrix consists of three tiers based upon a clinical determination of the number of ADL needs of the Service member and the hours required by a caregiver to support each ADL or significant mental health or behavior impairment of the Service member requiring continuous supervision.

(1) Determination of the compensation payment will be made using the Service member's clinical eligibility assessment outcomes from the DD Form 2948, which determines the clinical complexity and associated functional capability as defined by ADLs and required hours of care. Results of the scales are given a numeric value that equates to ADL points to determine the number of hours of care provided each week.

(2) The maximum number of hours of care per week for the tier one (low dependence), tier two (moderate dependence), and tier three (high dependence) levels will be calculated with the BLS hourly wage for an experienced home health aide to determine the amount of compensation to the Service member.

b. The Service member's licensed DoD or VA physician will determine the member's dependency level based on the degree to which the member is unable to perform one or more ADLs or the degree to which the member needs supervision or protection based on symptoms or

residuals of neurological or other impairment or injury. Based on the clinical evaluation and score, the member will be rated as shown in the table:

Table. Three-tier System

| TIER LEVEL | DEPENDENCY | DESCRIPTION |
|------------|------------|--|
| 1 | Low | Service member who scores 1-12 will be presumed to require at least 10 hours of caregiver assistance per week. |
| 2 | Moderate | Service member who scores 13-20 will be presumed to require at least 25 hours per week of caregiver assistance. |
| 3 | High | Service member who scores 21 or higher will be presumed to need a full-time caregiver who provides at least 40 hours of personal care services per week. |

3. SCAADL DETERMINATION

a. The DoD or VA-licensed physician's tier level determination, as adjudicated, will be used to calculate the monthly compensation payments. The amount of the monthly SCAADL payment is calculated by this three-step process:

(1) Step 1: Determine the maximum number of hours of personal care (tier level) for the Service member.

(2) Step 2: Calculate the maximum allowable amount of monthly compensation by multiplying the number of personal care hours determined in Step 1 against the BLS wage rate for a home-health aide in the geographic region the care was provided.

(3) Step 3: Multiply the results in Step 2 by 4.35, which equals the number of weeks in the month the primary caregiver provided care to the eligible Service member. For example, if an eligible Service member requires 25 hours of personal care services weekly and the 75th percentile of the BLS wage rate for a home health aide is \$10.00 per hour, then the monthly stipend for the primary caregiver would be \$1,087 a month (25 hours multiplied by \$10.00 multiplied by 4.35 equals \$1,087) in accordance with section 1720G(a)(3) of Reference (d).

b. The Military Department SCAADL representative notifies the Defense Finance and Accounting Service to start SCAADL compensation payments effective the date when a DoD or VA-licensed physician certified the Service member met the eligibility criteria in accordance with paragraph 2 of Enclosure 3 of Reference (b).

c. Service members or their designated representatives will be given an opportunity to review and, if desired, appeal their SCAADL determination in accordance with their respective Military Department guidance.

d. If the Service member's condition changes, or his or her current residence changes to another geographic location or the Service member is released from inpatient care after being hospitalized for at least 16 cumulative days, then he or she is required to undergo a reevaluation to determine the level of dependency, the degree to which the Service member is in need of supervision or protection, and the associated monthly SCAADL payment.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

| | |
|---------|---|
| ADL | activities of daily living |
| ASD(HA) | Assistant Secretary of Defense for Health Affairs |
| BLS | Bureau of Labor Statistics |
| DoDD | DoD Directive |
| DoDI | DoD Instruction |
| SCAADL | special compensation for assistance with activities of daily living |
| U.S.C. | United States Code |
| VA | Department of Veterans Affairs |

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this manual.

ADL. Feeding (including special diets), dressing and sheltering; personal hygiene; observation and general monitoring; bowel training or management (unless abnormalities in bowel function are of a severity to result in a need for medical or surgical intervention in the absence of skilled services); safety precautions; general preventive procedures (such as turning to prevent bedsores); passive exercise; transportation; and other such elements of personal care that can reasonably be performed by an untrained adult with minimal instruction or supervision.

ADL may also be referred to as “essentials of daily living” as defined in part 199.2(b) of Title 32, Code of Federal Regulations (Reference (g)).

For the purposes of eligibility for the SCAADL program, ADL and “personal functions required in everyday living” are the same.

catastrophic injury or illness. A permanent, severely disabling injury, disorder, or illness incurred or aggravated in the line of duty that compromises the ability to carry out ADL to such a degree that a Service member requires personal or mechanical assistance to leave home or bed, or requires constant supervision to avoid physical harm to self or others.

custodial care. Treatment or services, regardless of who recommends such treatment or services or where such treatment or services are provided, that either can be rendered safely and reasonably by a person who is not medically skilled or designed mainly to help the patient with ADL.

designated representative. A person designated to make SCAADL decisions for the Service member. This could be a person designated by the Service member, a court-appointed guardian or a personal representative in accordance with DoD 6025.18-R (Reference (h)).

DoD or VA-licensed physician. A physician with medical expertise in the determination of medical disability by nature of their medical training or completion of training specifically with the intent and requirements of SCAADL evaluation and certification.

guardian. A person who legally cares for another person who is incompetent to act for himself or herself.

health care professional. Military or civilian personnel (including those working under contractual or similar arrangement) who have received education or training beyond the technical level in a recognized health care discipline and who are licensed, certified, or registered by a State, government agency, or professional organization to provide specific health services in that field. This includes those involved in the provision of diagnostic, therapeutic, or preventive care, ancillary services, and administration.

inpatient. An individual who has been admitted to a hospital or other authorized institution for bed occupancy to receive necessary medical care, with the reasonable expectation the patient will remain in the institution at least 24 hours, and with the registration and assignment of an inpatient number or designation. Institutional care in connection with in and out (ambulatory) surgery is not included, whether or not an inpatient number or designation is made by the hospital or other institution. If the patient has been received at the hospital, but death occurs before the actual admission, then an inpatient admission exists as if the patient had been formally admitted.

line of duty. An inquiry used to determine whether an injury or disease occurred while in a military duty status, whether it was aggravated by military duty, and whether incurrence or aggravation was due to the Service member's intentional misconduct or willful negligence.

permanent. Lasting or remaining without essential change; not expected to change in status, condition, or place.

primary caregiver. An individual who renders assistance to an eligible Service member to support ADL and specific services essential to the safe management of the Service member's condition. Also referred to as a home health aide.

recovery care coordinators. A DoD civilian employee who oversees the delivery of services and resources identified in the Comprehensive Recovery Plan of a seriously ill or injured Service member or veteran.

SCAADL. Authorized compensation to a Service member that offsets the economic burden borne by a primary caregiver providing non-medical care, support, and assistance to the member.

service designated representative. An individual authorized to certify a Service member's SCAADL eligibility on the DD Form 2948 on behalf of the respective Military Service.