

# MEMORANDUM

## TEXAS DEPARTMENT OF HUMAN SERVICES

**SUBJECT:** Community Care Policy Clarification CCAD 99001; CBA/HCSS 99005

**TO:** Regional Directors  
Aged & Disabled Services

**FROM:** Becky Beechinor  
Assistant Deputy Commissioner  
Long Term Care Services  
State Office W-511

**DATE:** February 26, 1999

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**Policy Question 1:**

Is there any documentation that is acceptable in lieu of the Form 3670 to verify that a service break did not occur?

**Clarification 1:**

No, there is no documentation that is acceptable in lieu of the Form 3670. If a service break is identified during compliance monitoring the service break standard would not be met.

**Policy Question 2:**

Is it appropriate for provider agencies to indicate the cost of adaptive aids, medical supplies, and minor home modifications in the record of time portion of the Form 3670; both on the date of delivery, and in the total units section?

**Clarification 2:**

Yes. According to Form 3670 instructions, section C. Record of Time, the provider records the amount to be paid on the date the work was completed for minor home modifications. For adaptive aids, or medical supplies, the date the purchase is delivered is recorded. The total dollar amount of the service provided is also recorded in the Total Units section.

If you have any questions please contact Gerardo Cantu, CBA Unit Manager at (512)438-3693.

[signature on file]

Becky Beechinor

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