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July 30, 2004

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To: CBA Home and Community Support Services (HCSS) Agencies
CBA/CCAD Adult Foster Care (AFC) Providers
CBA/CCAD Assisted Living Residential Care (AL/RC) Agencies
CBA/CCAD Emergency Response Services (ERS) Agencies
CBA/CCAD Home Delivered Meals (HDM) Agencies
CBA/CCAD Respite Care Agencies
Community Living Assistance and Support Services (CLASS) Agencies
Consolidated Waiver Program (CWP) Providers
Consumer Directed Services (CDS) Agencies
Consumer Managed Personal Assistant Services (CMPAS) Agencies
Day Activity and Health Services (DAHS) Agencies
Deaf-Blind with Multiple Disabilities (DB-MD) Agencies
Hospice Provider Agencies
Medically Dependent Children Program (MDCP) Providers
Nursing Facilities
Primary Home Care (PHC) Agencies
Programs of All-Inclusive Care for the Elderly (PACE) Agencies
Special Services to Persons with Disabilities (SSPD) Agencies
Therapy Providers

Subject: Long Term Care (LTC)
Information Letter No. 04-29
Provider Letter No. 04-15
Texas Department of Human Services – New Organizational Structure/
End-of-Year Cutoff Dates

This letter provides information on the Texas Department of Human Services' (DHS) new organizational structure and the Comptroller of Public Accounts end-of-year cutoff dates.

New Organizational Structure

On September 1, 2004, DHS will begin operating as the Texas Department of Aging and Disability Services (DADS), under a new organizational structure, pursuant to House Bill 2292, 78th Legislature. Providers will continue to process payments with DADS, as you are accustomed to today.

You will be notified if any procedures in payment processing change in the future. DADS remains committed to being a responsive, customer-focused health and human service agency with high quality service and efficient payment processing.

Comptroller of Public Accounts - Cutoff Dates

Given that the Comptroller of Public Accounts Uniform Statewide Accounting System (USAS) cutoff dates are September 1-2, and that Labor Day, September 6, is an official state holiday, it is possible that some warrants may be mailed and direct deposits made on September 7, 2004, rather than September 3, 2004. We have every intention of ensuring that payments are processed as smoothly as possible and without financial impact on providers, so we wanted to inform you of possible payment dates.

Due to Comptroller cutoff dates, provider payments will be delayed if claims to the Texas Medicaid and Healthcare Partnership (TMHP) are not submitted according to the following timelines:

ACTIVITY	TIMELINES
Last day for TMHP to receive paper claims	5:00 p.m. (CST) Wed., August 18, 2004
Last day to submit electronic claims	Noon (CST) Friday, August 27, 2004

Paper Submitters. Paper submitters should bill from the 1st to the 13th of the month. Claims for services provided in August should be mailed with enough time to be received by TMHP by **5:00 p.m. (CST) August 18, 2004.**

Electronic Submitters. Electronic submitters should bill either from 1) the 1st to the 15th and from the 16th to the 26th of the month, **OR** 2) from the 1st to the 26th of the month. Electronic claims should be submitted to TMHP by no later than **Noon (CST) August 27, 2004.**

Questions about this information letter?

- Community Care Providers – Contact your contract manager or CMS Coordinator.
- Hospice, Nursing Facility, and Therapy Providers – Contact the Provider Claims Services Help Desk at 512-490-4666.

Sincerely,

Signature on file

Bettye M. Mitchell
Deputy Commissioner
Long Term Care

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