



Memorandum

To: Regional Directors
Long Term Care Services

From: Jacquelyn McDonald
Assistant Commissioner
Access and Intake

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Assistant Commissioner
Provider Services

Subject: Community Care Policy Clarification CCAD 04017, CMPAS 04001

Date: October 27, 2004

Policy Question 1:

Client Managed Personal Attendant Services (CMPAS) are not available in all regions. Not all CMPAS provider agencies offer the Consumer Directed Services (CDS) option. What is the process if an individual receiving CMPAS selects the CDS option and that option is not available through the CMPAS provider agency in the region where the person resides?

Policy Clarification 1:

The CMPAS provider agency in the region where the person resides must:

- provide the person with a list of all CMPAS provider agencies in the state that offer the CDS option; and
- refer the person to the CMPAS CDS provider agency they choose by, and
- notify the DADS contract manager of the referral.

The amount budgeted to provide services to the individual, based on hours per week at the CMPAS rate in the region where they reside, is then transferred to the region where the CMPAS CDS provider agency is located. If the person subsequently withdraws, or is terminated from the CMPAS program, the funds are returned to the region from which the funds were transferred.

Policy Question 2:

What is the process if someone receiving CMPAS moves from a region to another that has an interest list for CMPAS in effect?

Policy Clarification 2:

Upon notice from someone receiving CMPAS of intent to relocate to another region, the CMPAS provider case manager must inform the Texas Department of Aging and Disability Services (DADS) contract manager in the region the person is moving from (current contract manager) of:

- the person's name and case number;
- the anticipated date of the move;
- the location the person is moving to; and
- the number of weekly units and the rate in the individual's existing service plan

The current DADS contract manager must inform the person:

- of the interest list and the need to secure approval to transfer service prior to service delivery in the new location;
- that, if approval to by-pass the interest list is received, the new provider will reassess to develop a service plan, after the individual is re-located; and
- that if approval to by pass the interest list is not given the person will be put on the interest list in the receiving region.

The current contract manager must contact the DADS contract manager in the region the person is moving to (receiving region) to request the following information:

- the projected level of expenditures for authorized CMPAS services in the region; and
- the total regional CMPAS allocation for the fiscal year.

The current contract manager must prepare a request for the person to bypass the interest list for CMPAS services in the receiving region. The notice must include the above information about the receiving region and:

- the region the person is moving to;
- the anticipated date of the move;
- the provider agency that will assume services if approved;
- the authorized units of service under the current service plan; and
- projected cost of serving the individual in the receiving region for the remainder of the fiscal year.

The request should be submitted by the current Long Term Care Regional Director to Deborah W. Brookshire, Section Manager of Regional and Local Services, W-350. The receiving region must be sent a copy of the request and response.

If approval for the transfer to CMPAS service in the new region is received, the receiving DADS contract manager will inform the provider agency that will assume the services. The contract managers will coordinate the change of vendor numbers in the Service Authorization System and the effective date of services through the new agency. The receiving service provider will implement using the existing service plan, with a reassessment within thirty days subsequent to the move.

Please contact Janice Wallace at (512) 438-2188 if you have questions regarding the CMPAS provider rules.

JM:ck

c: PMs
SO Staff