



COMMISSIONER
Adelaide Horn

June 27, 2006

To: Consolidated Waiver Program (CWP) Providers
Home and Community Support Services (HCSS) Community Based Alternative (CBA) Providers
Hospice Providers
Nursing Facilities
Programs of All-Inclusive Care for the Elderly (PACE) Agencies

Subject: Texas Department of Aging and Disability Services (DADS)
Provider Services
Information Letter No. 06-44
LTC Online Portal Transition [previously referred to as CARE Form System (CFS)]

Information Letter No. 06-37, LTC Online Portal, informed providers that effective August 21, 2006, the current DOS-based CARE Form System (CFS) software, now known as the LTC Online Portal, was being upgraded to a web-based, online system. Additionally, the letter indicated that providers would be able to submit the Client Assessment, Review, and Evaluation (CARE) Form 3652; Form 3618 Resident Transaction Notice; and Form 3619 Medicare Skilled Nursing Facility Transaction Notice. Hospice providers will also be able to submit the Form 3071 Hospice Election/Cancellation/Discharge and Form 3074 Physician Certification/ Recertification of Terminal Illness.

This information letter provides additional information about the LTC Online Portal.

Viewing of Forms:

Using the Forms Status Inquiry (FSI) feature of the LTC Online Portal, providers will be able to view the form the same day it is transmitted to the Texas Medicaid & HealthCare Partnership (TMHP), and view the status of the form the next day. However, both TMHP and DADS processing systems must perform additional activities before providers can view the form on the Medicaid Eligibility Service Authorization Verification (MESAV).

Portal Registration:

To access the LTC Online Portal, providers must create a Provider Administrator account. These accounts should be created as soon as possible to ensure forms can be transmitted on August 21, 2006. Instructions for creating, maintaining, and using Provider Administrator accounts can be found in the *Website Security Training Manual* on the TMHP website at www.tmhp.com.

To create an account, providers will need their contract number and four-digit Vendor/Site ID Number.

Third Party Software Testing:

Providers using Third Party Software vendors should ensure that their software vendors have completed testing for the new LTC Online Portal by August 1, 2006. Starting August 21, 2006, providers who did not complete testing by August 1, 2006, will not be able to transmit forms to TMHP using their third party software package. Third Party Software Vendors will not be allowed to test between August 1, 2006 and August 21, 2006. Testing will resume after August 21, 2006. Providers should e-mail questions about the testing to careformsupport@tmhp.com.

Transition from Old Forms to New Forms – Providers using Paper Submittal:

CARE Forms 3652A (updated 3/06), Forms 3618 and 3619 (updated 12/05), and Forms 3071 and 3074 (updated 1/06) must be used for the forms to process through the LTC Online Portal effective August 21, 2006. Although the LTC Online Portal will not be implemented until August 21, 2006, providers may use these updated forms effective July 1, 2006.

Last Day to Submit Old/Accept Revised Paper Forms:

The timeline below shows the last day that providers can submit old (non-updated forms) to TMHP. Old (non-updated) forms will not be accepted by TMHP after these timelines.

Timelines for Submitting Updated/Old Forms	Acceptance/Return of Updated/Old Forms
On or after August 21, 2006	New (updated forms) must be used
Updated forms received July 1, 2006 and after	Will be accepted
Old forms received on or after August 21, 2006	Will be returned for resubmission on the revised form

Updated forms and instructions may be accessed at the following **web site:**
<http://www.DADS.state.tx.us/handbooks/mpm-ltcf/5000/5720.htm>

or by written request to State Office (specify number of copies) at:

Texas Department of Aging and Disability Services
P.O. Box 149030 (M.C. E-205, Provider Forms)
Austin, TX 78714-9030

CFS Shutdown/Transition to the LTC Online Portal:

The CFS will be shut down permanently at 5:00 p.m., August 18, 2006. Providers will not be able to transmit forms electronically until the LTC Online Portal becomes available at 8:00 a.m. on August 21, 2006. The CFS will no longer be used or supported after 5:00 p.m. August 18, 2006.

All forms submitted (electronically or paper) after August 21, 2006 must be the updated version and completed according to the revised form instructions. Please note that no extension for receipt of old forms will be provided.

Nursing facility providers should allow sufficient time to ensure CARE Forms 3652A are received within required timeframes.

Weekly Status Reports:

Providers submitting paper forms between August 14 and August 18, 2006 will receive their last weekly status report from the current CFS the week of August 21, 2006. When the LTC Online Portal becomes available on August 21, 2006, providers that continue to use paper forms (100% of the time) will begin to receive the new Weekly Status Report. Providers that submit forms electronically will not receive a weekly status report but will be able to view current activity on the LTC Online Portal.

Training:

Training sessions in different locations throughout the state begin in June 2006. Providers are strongly encouraged to attend these sessions to learn how to use the LTC Online Portal application. Providers unable to attend one of the sessions are being asked to participate in one of five conference calls that will each accommodate up to 100 callers. Providers do not need to register for these conference calls. A list of training dates/sites may be found in Information Letter No. 06-37, LTC Online Portal, in the May Long Term Care Bulletin, or by visiting the TMHP website.

Questions about the LTC Online Portal may be directed to the TMHP Call Center/Help Desk at 1/800-626-4117, option 1.

Sincerely,

[signature on file]

Gordon Taylor
DADS Chief Financial Officer

GT:mgm