



COMMISSIONER  
Adelaide Horn

February 1, 2008

To: Home and Community-Based Services (HCS) Providers  
Texas Home Living (TxHmL) Providers  
Mental Retardation Authorities (MRAs)

Subject: Information Letter No. 08-14  
Change to Forms 8571, 8626, 8627 and 8628

The purpose of this letter is to notify you of the changes to the following Department of Aging and Disability Services (DADS) Access and Intake, MRA, Program Enrollment/Utilization Review (PE/UR) forms:

- [Form 8571 - HCS Individual Plan of Care \(IPC\) Cover Sheet;](#)
- [Form 8626 - TxHmL Program Request to Increase Authorized Amount Individual Plan of Care Cover Sheet;](#)
- [Form 8627 - TxHmL Program Request for Review of IPC Cost Over Maximum Cost Ceiling;](#) and
- [Form 8628 - TxHmL Program Request to Increase Service Category Limits Worksheet.](#)

These forms can be found on the DADS website at [www.dads.state.tx.us/handbooks](http://www.dads.state.tx.us/handbooks), by selecting the needed form for the applicable waiver program. Effective February 1, 2008, the HCS and TxHmL program providers must use the revised forms when submitting requests for either a review of an HCS IPC renewal, revision or transfer; a TxHmL IPC over the cost ceiling or maximum cost ceiling or a request to increase a TxHmL service category limit. After February 1, 2008, PE/UR unit staff will not accept packets with the outdated cover sheets or worksheets.

In addition along with these changes, effective February 1, 2008, the HCS and TxHmL IPC forms (Forms 3608 and 8582, respectively) will have a Consumer Directed Services (CDS) option for selection by an individual and/or his Legally Authorized Representative (LAR). These revised forms will also need to be submitted when requesting either a review of an HCS IPC renewal, revision or transfer; a TxHmL IPC over the cost ceiling or maximum cost ceiling or a request to increase a TxHmL service category limit. Packets submitted with outdated cover sheets or outdated IPC forms will not be processed; thereby delaying the IPC review.

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If you have any questions about this letter or need additional information, please contact Geneve Monreal, Access and Intake, Manager for Program Enrollment/Utilization Review, MRA Section at (512) 438-5003 or [geneve.monreal@dads.state.tx.us](mailto:geneve.monreal@dads.state.tx.us) or Geoff Shute, Access and Intake, Psychologist for Program Enrollment/Utilization Review, MRA Section at (512) 438-5020 or [geoff.shute@dads.state.tx.us](mailto:geoff.shute@dads.state.tx.us) .

Sincerely,

*[signature on file]*

David Rollins  
Section Director  
Mental Retardation Authorities

*[signature on file]*

Scott Schalchlin M. Ed., J.D.  
Director  
Community Services

DR:tc

c: Susanne Elrod, Texas Council of Community MHMR Centers, Inc.  
Carole Smith, Private Provides Association of Texas