



COMMISSIONER
Adelaide Horn

February 13, 2008

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

Subject: Information Letter No. 08-20
HCS Individual Plan of Care (IPC) Form 3608 and TxHmL IPC Form 8582

Effective immediately, the Texas Department of Aging and Disability Services (DADS) has revised IPC forms for both the HCS and TxHmL programs. The implementation of Consumer Directed Services (CDS) in the HCS and TxHmL programs required amending the IPC forms to accommodate new information. All signatures have been moved to the second page of the form. Both pages of the IPC must be completed to have a valid IPC for either program.

DADS has also consolidated the previous IPC forms for both programs. Form 3608 now will be used for the IPC in the HCS program. Likewise, Form 8582 will be used for the IPC in the TxHmL program. Forms 3608-A and 8583 will no longer be used.

All HCS and TxHmL program providers contracted with DADS are required to use the new IPC forms. These forms are available on the DADS website at the following links:

HCS - <http://www.dads.state.tx.us/handbooks/hcs/forms/index.asp>

TxHmL - <http://www.dads.state.tx.us/handbooks/txhtml/forms/index.asp>

If you have questions about this letter, please contact Cheryl Craddock-Melchor, Community Services Policy Specialist for HCS and TxHmL at cheryl.craddockmelchor@dads.state.tx.us or (512) 438-4512.

Sincerely,

[signature on file]

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

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