



COMMISSIONER
Adelaide Horn

June 6, 2008

To: Community Based Alternatives (CBA) Home and Community Support Services Agency (HCSSA) Providers
Consolidated Waiver Program (CWP) Home and Community Support Services Agency (HCSSA) Providers
Program of All-Inclusive Care for the Elderly (PACE) Providers
State of Texas Access Reform Plus (STAR+PLUS) Providers
Integrated Care Management (ICM) /1915(c) Waiver Home and Community Support Services Agency (HCSSA) Providers

Subject: Texas Department of Aging and Disability Services
Information Letter No. 2008-56
TILEs to RUGs Readiness for Community Services Providers – NEW INFORMATION

This letter provides new information regarding steps providers need to take to prepare for the September 1, 2008, transition from the Texas Index for Level of Effort (TILE) to the federal Resource Utilization Group (RUG). Please share this information as needed to ensure affected personnel are aware of upcoming changes.

For additional resource information, see Item #6 below. Key dates are summarized in item 7. If you have questions about the TILEs to RUGs transition that are not answered in DADS TILEs to RUGs Information Letters or on the TILEs to RUGs website at <http://www.dads.state.tx.us/providers/TILEstoRUGs>, please email them to: RUGS@dads.state.tx.us.

1. What does our agency need to do to get ready for the TILEs to RUGs change?

Issues involving Form 3652-A data should be resolved by August 25, 2008, because the LTC Online Portal will be unavailable August 25-31, 2008. Reviewing MESAV (Medicaid Eligibility Service Authorization Verification) and/or the Remittance and Status (R&S) Report will clarify whether any records are missing, identify any gaps in payment or services, explain the reason for a denied claim, etc. During this portal downtime, providers can obtain forms status information by contacting the TMHP Call Center/Help Desk at 1/800-626-4117, option 1 (see item 3 below).

To avoid delays in payment, please allow sufficient time to take care of any issues in order to insure that your forms are processed prior to the RUG transition on September 1, 2008.

2. When do we transition to RUGs?

Community Providers will transition to RUGs on or after September 1, 2008, when the client's Individual Service Plan (ISP) expires. When the current TILE-based ISP expires, the provider needs to establish the RUG by submitting the new Community Medical Necessity and Level of Care (MN and LOC) assessment instrument on the LTC Online Portal. To continue to receive payment for ISPs expiring during the transition period from August 25 through August 31, 2008, the provider must submit a Form 3652-A before the ISP expiration date and RUGs transition period.

3. Will the LTC Online Portal be available during this transition?

The LTC Online Portal will be unavailable for Form 3652-A entries and inquiries from August 25 through August 31, 2008. The last date for submission of Form 3652-A is August 24, 2008.

During this portal downtime, providers can obtain forms status information by contacting the TMHP Call Center/Help Desk at 1/800-626-4117, option 1. When calling the TMHP Call Center/Help Desk, providers must have the following information ready:

- Nine-digit Long Term Care (LTC) provider number.
- Four-digit Vendor/Facility Site Identification number.
- Medicaid or Social Security number for inquiries about a specific individual.

4. How do we register for a TMHP workshop?

LTC RUG Workshops for Community Providers begin in July 2008. Because seating and materials are limited, providers are encouraged to check seat availability and register at least 10 days prior to the workshop date. Check the workshop schedule and register for a workshop through the TMHP website at www.tmhp.com. Select *Register for a Workshop* from the “*I would like to...*” links. If the workshop times/locations you need are full, fax the required information to TMHP at (512) 506-7002 as directed on the workshop invitation: (attached)

5. When do we need to register for the online RUG Training?

Online RUG training is now available through Texas State University for a fee of \$40.00 at <http://www.txstate.edu/continuinged/programs/RUG-Training.html>. Providers are encouraged to complete registration as soon as possible to avoid delays in the registration process. Once registered, providers will receive a user id and password and will have 90 days to complete the course. This training must be completed in order to submit the MN and LOC Assessment and the Long Term Care Medicaid Information (LTCMI) beginning September 1, 2008.

6. Where can we get more information?

- TILES to RUGs Website: <http://www.dads.state.tx.us/providers/TILEstoRUGs>. Please check the website for FAQs, workshop and training information, etc.
- TILES to RUGs Questions: Submit email to RUGS@dads.state.tx.us
- Provider Letters: <http://www.dads.state.tx.us/providers/communications/letters.cfm>. The following information letters are related to TILES to RUGs:
 - February 5, 2008 Information Letter No. 2008-02 *Elimination of Paper Forms 3618, 3619 and 3652-A Effective August 1, 2008 / Requirement for Electronic Submission Effective August 1, 2008*
 - April 9, 2008 Information Letter No. 2008-40 *TILES to RUGs Training Information*
 - April 30, 2008 Information Letter No. 2008-42 *Helpful Community Services Provider Information for the TILES to RUGs Transition*
- Quarterly Long Term Care Provider Bulletins: [www.TMHP.com/LTC Programs](http://www.TMHP.com/LTC_Programs).

What are the important dates for TILES to RUGs transition?

August 1, 2008	Paper Form 3652-A no longer accepted
August 24, 2008	Last day to submit Form 3652-A through the TMHP LTC Online Portal
August 25-31, 2008	TMHP LTC Online Portal unavailable
September 1, 2008	Form 3652-A replaced with MN and LOC Assessment

Sincerely,

[signature on file]

Gordon Taylor
DADS Chief Financial Officer

GT: kd

A schedule of dates, times, and locations is attached. Seating and materials are limited. Please check seat availability on the TMHP website before registering. RSVP for your preferred workshop location at least 10 days prior to the workshop date. You may register at your earliest convenience in one of three ways:

- Online through the TMHP website at www.tmhp.com. Select Register for a Workshop from the “*I would like to...*” links.
- Completing and faxing the attached registration form to **512-506-7002**
- Completing and mailing the attached registration form to:

TMHP
Attn: Provider Relations
PO Box 204270
Austin, TX 78720-4270

For more information about this workshop, visit www.tmhp.com, or call the TMHP Contact Center at **1-800-925-9126**. Individuals with disabilities who require auxiliary aids or services should call TMHP at **512-506-7810** for assistance with these arrangements.



TEXAS MEDICAID & HEALTHCARE PARTNERSHIP
P.O. Box 204270
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**IMPORTANT INFORMATION INSIDE ABOUT LONG TERM
CARE COMMUNITY WAIVER PROGRAM WORKSHOPS**

ON SEPTEMBER 1, WE'RE CHANGING
THE WAY PROVIDERS ASSESS
PARTICIPANTS IN THE MEDICAID
COMMUNITY WAIVER PROGRAM...



TEXAS MEDICAID & HEALTHCARE PARTNERSHIP
A STATE MEDICAID CONTRACTOR

...and you're invited to learn how.

On September 1, 2008, Long Term Care will transition from the Texas Index for Level of Effort (TILE) reimbursement methodology to using Resource Utilization Groups (RUGs) for reimbursement of Medicaid services. To prepare you for this transition, the Texas Medicaid & Healthcare Partnership (TMHP) is presenting the *Long Term Care RUG Workshop for Community Waiver Programs*. This *free* workshop provides information regarding the assessment submission process for medical necessity determination and reimbursement, as well as the transition guidelines for the change from TILES to RUGs.

The goals of this workshop are to:

- Provide an overview of the TILES to RUGs transition.
- Highlight the new rules and various changes.
- Inform providers on how TILE scores will transition to RUG values.
- Discuss the benefits of using the Long Term Care Online Portal.
- Educate Community Waiver providers on their roles and responsibilities.

2008 Long Term Care RUG Workshop for Community Waivers Schedule and Registration Form

Sign-in begins 30 minutes prior to workshop time listed.

- | | | |
|---|--|---|
| <input type="checkbox"/> July 17 9:00 a.m. - 4:00 p.m.
MCC Building
1.118 Auditorium
3925 W. Braker Lane and S.B. Mopac
Austin, TX 78758
<i>Enter parking lot off southbound
Mopac access road at Braker Lane</i> | <input type="checkbox"/> Aug 7 9:00 a.m. - 4:00 p.m.
Department of Aging and
Disability Services
Winters Bldg. East Tower 1st Fl
701 W. 51st Street
Austin, TX 78751 | <input type="checkbox"/> Aug 15 9:00 a.m. - 4:00 p.m.
Ramada Tyler Conference Ctr.
Magnolia Ballroom
3310 Troup Hwy.
Tyler, TX 75701 |
| <input type="checkbox"/> July 22 9:00 a.m. - 4:00 p.m.
Norris Conference Ctr. Balcones
Heights
Magnolia Ballroom
4522 Fredricksburg Rd.
San Antonio, TX 78201 | <input type="checkbox"/> Aug 11 9:00 a.m. - 4:00 p.m.
Science Spectrum
Science Ed Room AB
2579 S. Loop 289
Lubbock, TX 79423 | <input type="checkbox"/> Aug 15 9:00 a.m. - 4:00 p.m.
Region 19 Head Start Ctr.
Jackie Dyer
11670 Chito Samaniego
El Paso, TX 79936 |
| <input type="checkbox"/> July 23 9:00 a.m. - 4:00 p.m.
Science and History Museum
Water Garden Room
1900 N. Chaparral
Corpus Christi, TX 78401 | <input type="checkbox"/> Aug 11 9:00 a.m. - 4:00 p.m.
Laredo Medical Ctr.
Conference Room 2
1700 E. Saunders
Laredo, TX 78044 | <input type="checkbox"/> Oct 7 8:30 a.m. - 12:30 p.m.
Region 5 Education Service Ctr.
Alamo Room
2295 Delaware
Beaumont, TX 77703 |
| <input type="checkbox"/> July 23 9:00 a.m. - 4:00 p.m.
Charlton Methodist Hospital
Auditorium
3500 W. Wheatland
Dallas, TX 75237 | <input type="checkbox"/> Aug 13 9:00 a.m. - 4:00 p.m.
Midland Ctr.
Room 5
105 N. Main Street
Midland, TX 79701 | <input type="checkbox"/> Oct 16 8:30 a.m. - 12:30 p.m.
Ramada Tyler Conference Ctr.
Rose Garden
3310 Troup Hwy.
Tyler, TX 75701 |
| <input type="checkbox"/> July 29 9:00 a.m. - 4:00 p.m.
Richard E. Berry Ed Support Center
Lobos Room
8877 Barker Cypress
Cypress, TX 77433 | <input type="checkbox"/> Aug 14 9:00 a.m. - 4:00 p.m.
TTUHSC Amarillo
Auditorium 102AB
Women's Health Research Bldg
1400 Wallace
Amarillo, TX 79106 | <input type="checkbox"/> Oct 22 8:30 a.m. - 12:30 p.m.
South Texas College Weslaco
Bldg. G Lecture Hall G191
400 N. Border
Weslaco, TX 78596 |

Provider Name (please print)

No. of Attendees

Daytime Telephone Number

Contact Person

Email Address (Required for confirmation)