



COMMISSIONER
Adelaide Horn

July 22, 2008

To: Home and Community-based Services (HCS) Program Providers and
Texas Home Living (TxHmL) Program Providers

Subject: Information Letter No. 08-89
Client Assignment and Registration System (CARE) Entry of Designated Alternate to
Chief Executive Officer (CEO)

This letter advises current HCS and TxHmL providers of the requirement to enter the name and phone number of an alternate to the CEO for their HCS and TxHmL Programs in the CARE system. Providers must enter this information within 30 days of the date of this letter. Providers may reference Information Letter 07-13 for historical information regarding this requirement at: www.dads.state.tx.us/providers/communications/2007/letters/IL2007-13.

The alternate to the CEO will be the contact person for the Department of Family and Protective Services (DFPS) in the event that the CEO is named as an alleged perpetrator in an abuse, neglect or exploitation investigation involving an individual in their HCS or TxHmL Program. The alternate designee to the CEO will ensure compliance with HCS rules at Texas Administrative Code (TAC) Title 40, Part 1, Chapter 9, §9.178(k)-(n) or TxHmL rules at 40 TAC §9.580(f)-(i) during and following the completion of the investigation by DFPS.

CARE screen C14 has been revised to allow HCS and TxHmL providers to enter or change the name and phone number of the alternate to the CEO. Providers who do not enter this information into the CARE system may be cited during an HCS or TxHmL certification review for failing to cooperate with DFPS investigations.

If you have questions about this letter, please contact Jill Jenkins, Project Coordinator for Waiver Survey and Certification, at 512-438-5294 or jill.jenkins@dads.state.tx.us.

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