



COMMISSIONER
Adelaide Horn

April 8, 2009

To: Consumer Directed Services Agencies (CDSAs)

Subject: Information Letter No. 09-49
CDSA Billing Training

The Texas Department of Aging and Disability Services (DADS) will host a mandatory two-day billing training for all CDSAs with DADS' contracts. The training will also cover CDSA monitoring, with an emphasis on areas needing improvement.

Training details include:

Location:	701 w. 51 st Street (Winters Building), corner of 51 st Street and Lamar Public Hearing Room, First floor (you will need to show ID)	
When:	May 18, 2009	10:00 a.m. -5:00 p.m.
	May 19, 2009	9:00 a.m. - 3:00 p.m.

Please ensure that staff responsible for billing attends the training as well as the program director.

To register, please complete the attached registration form and send it to linda.clowdus@dads.state.tx.us **no later than April 30, 2009**. Please note that the registration form includes a space for you to indicate any billing or monitoring topics or questions you would like addressed at the training. You are expected to bring your own copy of the CDS rules, *40 Texas Administrative Code, Chapter 41*, to the training. The updated version can be found on the DADS website at: <http://www.dads.state.tx.us/providers/CDS/Ch41CDSJan2009.pdf>.

In preparation for the training, please review *40 Texas Administrative Code, §41.337, Payment of Services and Subchapter E, Budgets*. For all DADS programs, CDSAs must bill for the actual cost, in dollars expended, including those programs billed through the client assignment and registration system - Home and Community-based Services and Texas Home Living.

If you have any questions regarding the content of this letter, please contact Elizabeth Jones, CDS Coordinator, at (512) 438-4855 or elizabeth.jones@dads.state.tx.us.

Sincerely,

[Signature on file]

Michelle Dionne-Vahalik, MSN, RN
Director
Community Services

MDV:ej

Consumer Directed Services Agencies (CDSA) Training Registration Form

Return by April 30. 2009

PURPOSE: To provide training on CDSA billing in both the TMHP and Care systems. This training is mandatory for all CDSAs who provide financial management services for any DADS consumer, regardless of program.

WHEN: May 18 & 19, 2009

WHERE: 701 W. 51st Street, Austin, Texas, Winters Building, Public Hearing Room

NAME OF CDSA: _____

CDSA ADDRESS: _____

Name of Individual Attending Training	Position	Phone	e-mail address

Issues or Questions you would like discussed at the training

Return to Linda.Cloudus@dads.state.tx.us or FAX to 512-438-5133.