



COMMISSIONER
Jon Weizenbaum

July 15, 2013

To: Medically Dependent Children Program Home and Community Support Services Agencies

Subject: Information Letter No. 13-32
Rounding Requirements when Billing for Medically Dependent Children Program Respite and Flexible Family Support Services (Formerly Adjunct Support Services)

The purpose of this information letter (IL) is to update the Department of Aging and Disability Services (DADS) policy regarding rounding time increments when billing for respite and flexible family support services (formerly adjunct support services) in the Medically Dependent Children Program (MDCP).

Effective August 1, 2013, all MDCP Home and Community Support Services Agencies must bill DADS for MDCP respite and flexible family support services in quarter-hour (15 minutes) increments. For a given billing cycle, agencies must total all respite units and flexible family support units provided to an individual by any staff. If the billing cycle total is not a whole number or unit increment, the agency must round up or down prior to billing. Within each quarter-hour increment, agencies must round up to the next quarter-hour when the actual time worked is 8 minutes or more, and round down to the previous quarter hour when the actual time worked is 7 minutes or less.

Bill respite and flexible family support services according to the following schedule: 1 hour = 1 unit, 45 minutes = .75 unit, 30 minutes = .50 unit, and 15 minutes = .25 unit. These services may be provided by an attendant, an attendant with delegation, a licensed vocational nurse, or a registered nurse.

The following are offered as examples:

- In December Betty Doe received 30 hours and 10 minutes of respite services. The total amount of service delivery time billed would be 30.25 units of respite services.
- In December Jerry Doe received 30 hours and 7 minutes of respite services. The total amount of service delivery time billed would be 30 units of respite services.
- In January Betty Doe received 32 hours and 31 minutes of respite services. The total amount of service delivery time billed would be 32.50 units of respite services.
- In January Jerry Doe received 32 hours and 38 minutes of respite services. The total amount of service delivery time billed would be 32.75 units of respite services.

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Rounding may affect the total amount of service delivery time available when comparing to the amount authorized on the individual plan of care and the amount saved for use in a subsequent month.

If you have questions regarding this letter, please email DADS at MDCP@dads.state.tx.us.

Sincerely,

[Signature on file]

Lynn W. Blackmore
Director
Center for Policy and Innovation

[Signature on file]

Elisa J. Garza
Assistant Commissioner