



COMMISSIONER
Jon Weizenbaum

January 13, 2015

To: Medically Dependent Children Program providers

Subject: Information Letter No. 15-02
Service Backup Plan Requirements

The purpose of this information letter is to clarify policy requiring the home and community support services agency (HCSSA) to submit a copy of all backup plans to the Department of Aging and Disability Services (DADS) case manager. This information letter also clarifies policy regarding cardiopulmonary resuscitation (CPR)/First Aid certification service provider qualifications for persons designated within a service backup plan.

Effective September 1, 2014, the in-home record is no longer required by the Medically Dependent Children Program (MDCP). For individuals currently authorized MDCP respite or flexible family support services, the HCSSA must send a copy of the current backup plan to the DADS case manager by February 15, 2015.

If the DADS case manager is not in receipt of a service backup plan for an individual by March 2, 2015, the case manager will submit a referral to the Consumer Rights and Services (CRS) hotline to register a complaint.

As required in Texas Administrative Code [§51.411, General Service Delivery Requirements](#), the HCSSA must also send the DADS case manager a copy of the backup plan within 14 calendar days of receiving a service authorization form from DADS at the time of an initial assessment, annual reassessment, or any time there is a change in the backup plan. If the DADS case manager does not receive a backup plan within 14 days after the HCSSA receives an initial or reassessment service authorization, a referral will be made to CRS.

Paid respite and flexible family support services service providers listed on the backup plan are considered attendants and are required to have CPR and First Aid certification and meet all other attendant qualifications. Unpaid persons providing informal support are not required to have CPR or First Aid certification or meet any other service provider qualification.

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If you have questions about this letter, please contact mdcp@dads.state.tx.us.

Sincerely,

[signature on file]

Donna Jessee
Director
Center for Policy and Innovation

[signature on file]

Elisa J. Garza
Assistant Commissioner
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