



COMMISSIONER  
James R. Hine

March 26, 2003

**BOARD MEMBERS**

John M. Bradley  
Chair, Dallas

Jerry Kane  
Vice Chair, Corpus Christi

Abigail Rios Barrera, M.D.  
San Antonio

John A. Cuellar  
Dallas

Manson B. Johnson  
Houston

Terry Durkin Wilkinson  
Midland

To: Medically Dependent Children Program (MDCP) Providers

Subject: Long Term Care (LTC)  
MDCP Information Letter No. 03-01  
Discontinuation of Printed Versions of Long Term Care (LTC) Information Letters and Policy Clarifications

Effective April 1, 2003, the Texas Department of Human Services (DHS) will discontinue the mailing of printed versions of LTC Information Letters and Policy Clarifications, as well as Claims Management System (CMS) Information Letters. LTC Information Letters and Policy Clarifications will be available only on the Internet.

All new and past Information Letters and Policy Clarifications are available on the Internet at the Community Care homepage:

<http://www.dhs.state.tx.us/programs/communitycare/index.html>.

For six months after the date of this letter, DHS will provide printed versions of LTC Information Letters and Policy Clarifications to any provider that requests these letters. After the initial six-month period, this courtesy will cease, and providers will be responsible for accessing all letters via the Internet.

To request printed versions of policy letters during this six-month period, please submit a written request to your local MDCP Case Worker. The request must include the following information:

- ◆ Contact Name
- ◆ Provider Name
- ◆ Vendor Number
- ◆ Complete Mailing Address
- ◆ What Printed Material is being Requested

Please note that providers remain responsible for ensuring they have incorporated any policy changes or information letters into their own procedures.

An electronic version of this letter, as well as past Community Care Information Letters can be accessed at:

<http://www.dhs.state.tx.us/programs/communitycare/infoletters/index.html>.

### **Accessing Rules on the Internet**

You may access program and contracting rules on the Internet by following the steps listed below:

Enter the site address: [www.sos.state.tx.us/tac/index.html](http://www.sos.state.tx.us/tac/index.html). This site address will bring you to the Secretary of State Texas Administrative Code website.

Click on TAC Viewer. This takes you to the "Texas Administrative Code, Titles" page. Scroll down and click on Title 40, Social Services and Assistances. This takes you to the "Texas Administrative Code, Title 40, Social Services and Assistances, Parts" page. Click on Part 1, Texas Department of Human Services. This takes you to a listing of the chapters of the rules maintained by DHS.

Click on the chapter of the rules that you wish to access. For example, program rules for Primary Home Care/Family Care are maintained in Chapter 47. Community Based Alternatives-Home and Community Support Services rules are maintained in Chapter 48. Generic Contracting Rules are maintained in Chapter 49.

Click on the subchapters of rules that you want to access.

The information on this website is always current through one week prior to the date you are accessing the TAC electronically. You should review applicable rules on this website frequently to ensure you have the most current information.

### **Accessing Information Letters on the Internet**

You may access information letters at the following Internet address:

<http://www.dhs.state.tx.us/programs/communitycare/infoletters>

### **Accessing Policy Clarifications on the Internet**

You can access policy clarifications on the Internet at the following address:

<http://www.dhs.state.tx.us/programs/communitycare/policyletters/index.html>

### **Accessing Handbooks on the Internet**

DHS is in the process of entering all the Community Care provider manuals on the Internet. DHS is expecting the MDCP Handbook to be available in 2004.

As they become available on the Internet, you may access Community Care handbooks at: <http://www.dhs.state.tx.us/programs/communitycare/links.html#handbooks>

LTC MDCP Information Letter 03-01  
March 26, 2003  
Page 3

If you have any questions regarding this matter, please contact your local MDCP Case Worker.

Sincerely,

Signature on file

Becky Beechinor  
Assistant Deputy Commissioner  
Long Term Care Services

BB:ck