



COMMISSIONER  
Adelaide Horn

June 28, 2007

To: Nursing Facilities  
Community Based Alternatives (CBA) Home and Community Support Services  
Agencies (HCSSA)  
Hospice Providers  
Program of All Inclusive Care for the Elderly (PACE) Providers  
Consolidated Waiver Program (CWP) Providers

Subject: Texas Department of Aging and Disability Services  
Information Letter No. 07-56  
Verification of Nurse Licensure with the Texas Board of Nurse Examiners (BNE) of  
Nurses signing the Client Assessment, Review and Evaluation (CARE) Form 3652-A

This is to provide notification that in the future, the Texas Medicaid & Healthcare Partnership (TMHP) will verify nurse licensure with the Texas BNE for both the Director of Nurses (DON) and the Assessor signing the Client Assessment, Review and Evaluation (CARE) Form 3652-A for all purpose codes. TMHP will validate the nurse name and license number for the corresponding signature date.

The Texas Department of Aging and Disability Services (DADS) will change the paper CARE Form 3652-A to add Assessor Last Name as well as checkboxes to indicate whether the Assessor is a Registered Nurse (RN) or Licensed Vocational Nurse (LVN). Paper submitters for the CARE Form 3652-A are reminded that this form can be accessed via the Internet, downloaded and printed by accessing:

<http://www.dads.state.tx.us/handbooks/mpm-ltcf/5000/5720.htm>

CARE Form 3652-A can also be obtained by written request to the state (specify number of copies) at:

Texas Department of Aging and Disability Services  
P.O. Box 149030 (M.C. E-205, Provider Forms)  
Austin, TX 78714-9030

Paper submitters will be given notice of when the revised form will be available for use.

## Implementation of Verification

The LTC Online Portal will be modified to add an RN and an LVN indicator for the Assessor field. Providers will be given notice of when this change will be implemented.

When this verification process is implemented, TMHP will reject any CARE Form 3652-A entry for the LTC Online Portal that has an invalid or inactive nurse license for the nurse's signature date. TMHP will check for the DON's last name, license number and signature date only against the RN file from the BNE. The Provider must indicate that the Assessor is either LVN or RN by marking the appropriate checkbox. TMHP will check the Assessor's last name, license number and signature date against either the RN or the LVN file from the BNE, depending on which license type is indicated by the Provider on the CARE Form 3652-A.

For electronic submitters, TMHP will:

- Reject any CARE Form 3652-A when the DON license is not active on the BNE file for the signature date;
- Reject any CARE Form 3652-A when the Assessor (RN or LVN) license is not active on the BNE file for the signature date; and
- Reject any CARE Form 3652-A when RN or LVN for the Assessor is not specified.

For paper submitters, TMHP will:

- Remand any CARE Form 3652-A when the DON license is not active on the BNE file for the signature date. A remand letter will be generated with a remand code stating the nurse license is not active on the BNE file for the signature date;
- Remand any CARE Form 3652-A when the Assessor (RN or LVN) license is not active on the BNE file for the signature date. A remand letter will be generated with a remand code stating the nurse license is not active on the BNE file for the signature date; and
- Remand any CARE Form 3652-A when a checkbox for either RN or LVN for the Assessor is not specified. A remand letter will be generated with a remand code stating that RN or LVN for the Assessor must be specified.

Once the license has been found to be valid for the signature date, TMHP will compare the nurse's last name entered on the CARE Form 3652-A with the last name returned from the BNE file. Electronic submissions will be rejected and paper forms will be remanded for a last name mismatch with the BNE file.

**It will be very important for Providers to insure that the license number and last name entered on the CARE Form 3652-A are accurate.**

**Providers who utilize a Third Party Software Vendor (TPSV) are strongly encouraged to provide notification to their TPSV of these upcoming changes since the Provider is required to insure that nurses signing the CARE Form 3652-A have an active license with the BNE.**

## **BNE File**

TMHP will receive the BNE file no later than the 6th of every month so that TMHP will check whether the nurse's license is valid for any dates prior to the 7th of each month. The nurse's license must be valid for the signature date on the CARE Form 3652-A.

Providers may verify a nurse's license online via the Internet by accessing:  
<http://www.bne.state.tx.us>

DADS will provide another update on this nurse license verification in July 2007. If you have any questions about the requirement for verification of nurse licensure by the BNE for the CARE Form 3652-A, please contact Owen Wheeler in DADS Provider Services at (512) 438-4385.

All questions about nurse licensure and who is qualified to practice nursing in Texas should be directed to the BNE at the website previously referenced.

Sincerely,

[signature on file]

Barry Waller  
Assistant Commissioner for Provider Services

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