



INTERIM COMMISSIONER
Jon Weizenbaum

December 15, 2009

To: Home and Community-Based Services (HCS) and Texas Home Living (TxHmL)
Program Providers

Subject: Information Letter No. 09-181
HCS and TxHmL Overview and Data Entry Training Class for HCS and TxHmL Waiver
Program Providers

The Program Enrollment Unit, Mental Retardation Authority (MRA) Section, Access and Intake (A&I) Division of The Texas Department of Aging and Disability Services (DADS) is pleased to offer a monthly HCS and TxHmL Overview and Waiver Data Entry Training Class for program providers. The two-day class focuses on the Client Assignment and Registration System (CARE) data entry and the policies and procedures of the HCS and TxHmL Waiver Programs (see the attached agenda).

The following is the class schedule for 2010:

January 27 & 28, 2010
February 24 & 25, 2010
March 24 & 25, 2010
April 28 & 29, 2010
May 26 & 27, 2010
June 23 & 24, 2010
July 28 & 29, 2010
August 25 & 26, 2010
September 29 & 30, 2010
October 27 & 28, 2010
November 17 & 18, 2010
December 15 & 16, 2010

Please note:

- The training is only open to waiver program providers who are currently serving an individual(s).
- Due to space limitations, only two participants per program provider may attend a class, however if space allows, more than two participants per provider may attend. The program provider must call the Program Enrollment Unit at the number below on the day prior to the training date to determine if space is available and register the additional participant(s).
- All classes are held in Austin, with locations to be announced. The class begins promptly at 8:30 am and ends approximately 5:00 pm on day one and begins promptly at 8:30 am and ends approximately 4:30 pm on day two.

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There is a maximum of 14 participants for each class. To reserve a space, please call Stephen Kreger, Program Specialist, Program Enrollment Unit, at 512-438-5031. Confirmation letters will be faxed to each participant seven calendar days before training. It is very important for participants to notify the Program Enrollment Unit at least two working days prior to the training date if you need to cancel or reschedule in order for us to know exactly how many participants are attending each class and offer vacancies to others.

Please let me know if you have any questions or need additional information. Stephen Kreger, Program Specialist, serves as the lead staff on this matter and can be reached by phone at 512-438-5031 or by e-mail at stephen.kreger@dad.state.tx.us.

Sincerely,

[signature on file]

Patricia Moore
Manager
Program Enrollment Unit

PM:sjk

Attachment

c: Susanne Elrod, Texas Council of Community Mental Health Mental Retardation Centers
Carole Smith, Private Provider Association of Texas

HCS and TxHmL Overview and Waiver Data Entry Training Class Agenda

DAY 1

I. Introductions, Housekeeping, and Agenda

II. Security and Keyboard Information

III. MR/RC and IPC

- A. Overview of Utilization Review
- B. Overview of IPC (backdating, cost cap, consumer holds, non-waiver services)
- C. Overview of MR/RC (CARE inquiry screens, LON increase, ICAP)
- D. Overview of MR/RC form
- E. MR/RC frequently asked questions
- F. Consumer Directed Services Overview

IV. Texas Home Living Overview

V. Waiver Contract Areas

VI. Medicaid Eligibility

Lunch

VII. Provider Services-Billing and Payment

- A. Billing Guidelines
- B. Protocol for Provider Reviews
- C. Minor Home Modifications
- D. Adaptive Aids

VIII. Critical Incident Reporting

- A. Overview
- B. Data Entry of Incidents: 686
- C. Inquiry Screens: 286

DAY 2

IX. Establishing Provider Locations and Consumer Assignments

- A. Establishing a New Location: C24
- B. Adding a Client Assignment: C26
- C. Modifying the Location Type: C25
- D. Revising the IPC: C02
- E. Location and Assignment Inquiry: C27, C84, C85, C86

X. Renewing an MR/RC Assessment

- A. MR/RC Expiration Inquiry: C65
- B. Renewing the MR/RC: C23
- C. MR/RC CARE Inquiry: C68 and C83

XI. Renewing an Individual Plan of Care (IPC)

- A. IPC Expiration Inquiry: C64
- B. Renewing the IPC: C02
- C. Individual Plan of CARE Inquiry: C62

Lunch

XII. Transferring a Consumer

- A. Overview
- B. Transferring Provider Entries: C06
- C. Receiving Provider: C09
- D. Receiving Provider: C09
- E. Transfer IPC: C02
- F. Receiving Provider: C06
- G. Consumer Roster: C67

XIII. Discharging a Consumer

- A. Overview
- B. Initiating a Temporary Discharge: C18
- C. Ending a Temporary Discharge: C18
- D. Entering a Permanent Discharge: C18
- E. Discharge Inquiry: C66

XIV. Updating Consumer and Provider Data

- A. Updating Consumer Information: C09, C10, C11, C12, and C20
- B. Updating Provider and Contract Information: C14

XV. Questions and Completion of Evaluation Form

XVI. Go Home