

Accessing the CARE Inquiry to View HCS and TxHmL Service Authorizations

To view the individual plan of care service authorization in the Client Assignment and Registration System (CARE) system for services through the Home and Community-based Services and Texas Home Living Waivers, you must do the following:

1. Be logged into CARE system and have inquiry security access.
2. Use CARE action code C102.

09-24-20	C102: HCS/TXHTML AUTHORIZATION: INQUIRY	VC061520
PLEASE ENTER ONE OF THE FOLLOWING:		
CLIENT ID: _____		
COMPONENT CODE/LOCAL CASE NUMBER: 123 / 9999 _____		
MEDICAID NUMBER: _____		
DATE RANGE: BEGIN DATE: 09012020 (MMDDYYYY)		
END DATE: 09182020 (MMDDYYYY)		
ENTER IF DESIRED:		
SERVICE CATEGORY: _____		
PRINTER CODE: _____ (ENTER FOR HARD COPY)		
ACT: _____ (C60/PROV INQUIRY MENU, A/HCS MAIN MENU, HLP(PF1)/SCRN DOC)		

3. To access the inquiry, you must supply the Component Code and one of the following:
 - a. CARE Client Id, Local Case Number or Medicaid Number.
4. Enter a date range with a begin and end date must also be entered.
5. If you want to limit the inquiry to a single service then a service category can be entered such as RSS, DH, etc.

NOTE: The Printer Code option is not available to providers.

Once the fields have been entered press enter. If the data is valid a second screen will display with client identifying information and service authorization information.

09-24-20	C102: HCS/TXHTML AUTHORIZATION: INQUIRY					VC061525		
NAME: XXXXXXXXXXXX,XXXXXXXX X.			CLIENT ID: 99999999					
COMPONENT: 123 LOCAL CASE NO: 9999999999			SERVICES CAT SELECTED: ALL					
DATE RANGE SELECTED: 20200901 TO 20200918								
SVC	COMP	CONTRACT	WAIVER	BEG_DT	END_DT	BILL UNITS	PROG UNITS	PAID UNITS
AA	123	001234567	HCS	08-27-20	08-26-21	2455.00	2455.00	0.00
AAR	123	001234567	HCS	08-27-20	08-26-21	118.86	118.86	0.00
DE	123	001234567	HCS	08-27-20	08-26-21	2000.00	2000.00	0.00
DER	123	001234567	HCS	08-27-20	08-26-21	118.86	118.86	0.00
DH	123	001234567	HCS	08-27-20	08-26-21	260.00	260.00	12.00
NUL	123	001234567	HCS	08-27-20	08-26-21	120.00	30.00	1.50
NUR	123	001234567	HCS	08-27-20	08-26-21	436.00	109.00	3.00
PS	123	001234567	HCS	08-27-20	08-26-21	256.00	64.00	0.25
RSS	123	001234567	HCS	08-27-20	08-26-21	365.00	365.00	20.00
DM204>								

Screen Field Definitions	
Column Heading	Description
SVC	Identifies the authorized service
COMP	Displays the Component Code of the provider authorized to provide this service
Contract	Displays the contract number authorized for this service.
Begin Date	Displays the start date of the service authorization
End Date	Displays the last day of the service authorization
Bill Units	Displays the billing units for the service authorization. <i>Note: Some services like NUL in the example above are entered in .25 hour units but the NUL units authorized on the Individual Plan of CARE (IPC) are in hours.</i>
Prog Units	Displays the units authorized on the IPC
Paid Units	Displays the program units paid during this service authorization timeframe

If you need additional technical help please contact the Central Help Desk at 1-888-952-HELP (4357).

HCS/TxHmL AUTHORIZATION: INQUIRY (C102)

Step 1 – Access the HCS/TxHmL Authorization Inquiry option.

Type **C102** in the ACT: field of any screen.

Press **Enter**.

Step 2 – Identify the individual.

On the **C102 HCS/TxHmL Authorization Inquiry header** screen:

Type the requested identifying information in the appropriate fields.

Rules:

- You must enter the Client ID, the local case number, *or* the Medicaid Number.
- You must enter a date range for the authorization you wish to display.

Press **Enter**.

Step 3 – View .

On the **C102 HCS/TxHmL Authorization Inquiry** screen:

The client identifying information will display along with the requested service authorizations.

Press **Enter**. To return to the header screen.