



TEXAS HEALTH AND HUMAN SERVICES COMMISSION

THOMAS M. SUEHS
EXECUTIVE COMMISSIONER

September 9, 2011

To: Community Living Assistance & Support Services – Direct Service Agency Providers
Deaf Blind with Multiple Disabilities Providers

Subject: Information Letter No. 11-118
Cost Reporting Requirements for Supported Employment and Employment
Assistance

Dear Provider,

Employment services, which include Employment Assistance and Supported Employment, assist an individual with disabilities to obtain and maintain competitive, integrated employment. Employment Assistance helps an individual locate or develop a job, and Supported Employment provides on-going support services while the individual is working.

Currently, Supported Employment is available in the Community Living Assistance and Support Services (CLASS) waiver program, and both Employment Assistance and Supported Employment are available in Deaf Blind with Multiple Disabilities (DBMD) waiver program.

The purpose of this letter is to notify providers that beginning with the 2011 cost report, CLASS DSA and DBMD providers will be required to report costs and units of service for Supported Employment, Employment Assistance and Habilitation services on separate line items. The costs and units of service for these three types of services can no longer be combined on the cost report.

Providers need to track these costs and units of service separately beginning with their fiscal year that ends during the 2011 calendar year. Some providers may already be accounting for these costs and units of service in this manner. Providers who are not doing so need to begin doing so immediately. Please note that while all CLASS DSA providers are required to submit cost reports, only DBMD providers participating in the Attendant Compensation Rate Enhancement are required to submit such reports.

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If you have any questions regarding this letter, please contact me at (512) 491-1374 or by e-mail at doug.odle@hhsc.state.tx.us.

Sincerely,

[signature on file]

Douglas K. Odle

Rate Analyst, HHSC Rate Analysis for Long-Term Services and Supports