



COMMISSIONER
Chris Traylor

December 15, 2011

To: Community Living Assistance and Support Services (CLASS) Case Management Agencies (CMA) and Direct Service Agencies (DSA)

Subject: Information Letter No. 11-93
CLASS Phase III Form Revisions Posted; CMA and DSA Implementation Requirements

As one part of the waiver standardization effort, the Department of Aging and Disability Services (DADS) is conducting a review of all forms utilized across DADS waiver programs. CLASS forms utilized by CMAs and DSAs are part of this effort; CLASS forms are being reviewed and revised in phases. As part of each phase, DADS will offer stakeholders the opportunity to review draft revisions to forms prior to implementation of updated forms.

The purpose of this letter is to notify all CLASS CMAs and DSAs of the availability of updated versions of forms included in the Phase III review of CLASS forms. Updated forms are outlined in this letter, as well as provider implementation requirements of these revised forms.

Please note that some standard changes are being made to all forms and instructions, where appropriate, as part of this effort. These standard changes include:

- Updating references to individuals served from "participant" to "applicant" or "individual" as appropriate;
- Changing references to "parent" or guardian" to "legally authorized representative;"
- Updating references to the interdisciplinary team, or IDT, to the service planning team, or SPT in accordance with current program terminology;
- Updating references to the individual service plan, or ISP, to Individual Plan of Care, or IPC in accordance with current program terminology;
- Replacing instruction for providers to maintain "original" copies of forms with instruction to maintain "completed" copies of forms unless an original is necessary;
- Changing form retention instruction to reference retention requirements outlined in the CLASS Provider Manual;
- Updating references for accuracy where necessary to rule, provider manual, other DADS forms; and
- Updating references to state agencies where necessary.

The following forms have been revised. Revisions detailed below have been made in addition to any standard changes as outlined above. All CMAs and DSAs are required to convert to use of these revised forms as indicated in this letter. CMAs and DSAs can find all revised forms on the DADS website at this link: <http://www.dads.state.tx.us/handbooks/classpm/forms/index.asp>.

[Form 3595, IPP Quarterly Review, and Instructions:](#)

This form and instructions were revised and streamlined for general ease of use.

Sections were added to this form for services that do not currently have a dedicated section in form 3595 in which to document individual progress or lack of progress identified during a quarterly review. The following sections were added:

- 5A Dental Sedation
- 5B Dental Sedation
- 7V Occupational Therapy (CDS)
- 8V Physical Therapy (CDS)
- 9V Speech Therapy (CDS)
- 10A Delegated Habilitation
- 10B Prevocational Services
- 13A LVN Nursing Services
- 13B RN Nursing Services
- 13C RN Specialized Nursing
- 13D LVN Specialized Nursing
- 34 Dietary Services
- 35B Auditory Integration/Enhancement Training:
- 37 Supported Employment
- 43A Behavioral Supports
- 13AV LVN Nursing Services (CDS)
- 13BV RN Nursing Services (CDS)
- 13CV RN Specialized Nursing (CDS)
- 13DV LVN Specialized Nursing (CDS)
- 57V Support Consultation (CDS)
- 63V Financial Management Services (CDS)
- 53 Transition Assistance Services
- 55 Support Family Services
- 55A Continued Support Family Services

Some additional fields have been included in the form:

- Services related to SVC 10 Habilitation (e.g. 10A – Delegated Habilitation, 10B – Prevocational Services) have been listed as individual services to allow the CMA to document progress with these services;
- A designated area in each section field to allow the CMA to report for each authorized service the number of authorized service units or the dollar amount authorized by DADS on the current Individual Plan of Care;
- A non-CLASS section was added to allow the CMA to document any non-CLASS resources accessed by the individual; and
- A signature section was added to the end of the form.

[Form 3596, Habilitation Plan, and Instructions:](#)

During recent years it became apparent the current habilitation plan is inadequate for use to document justification for an individual's habilitation service needs. DADS has completely restructured the CLASS Habilitation Plan. There are now four main components in the revised plan:

- I. Habilitation Needs;
- II. Weekly Schedule;
- III. Non-CLASS Caregiver Support; and
- IV. Individual's CLASS Habilitation Schedule.

The information collected in these four areas is contingent on the information documented in each section. In the first section of the form (Individual's Habilitation Needs) the service planning team (SPT) will identify the habilitation needs of an individual. This section is to be completed to document an individual's total need for this service, regardless of whether some or most of these needs will be met by the CLASS program or by a non-CLASS resource. Categories of the current habilitation plan have been organized into fewer but more meaningful sections (e.g. Bathing, Hygiene I – Shaving/Oral Care and Hygiene II – Routine Hair and Skin Maintenance were combined into a general Hygiene section.) To aid SPT members, habilitation tasks commonly performed are pre-populated. "Other" fields allow the SPT to customize the plan based on the individual's needs. As an ease of use component of this form, SPT members will select only the areas in which the individual requires assistance. In addition the SPT members will determine how much time and at what intervals a particular task is performed.

In the "Weekly Schedule" and "Non-CLASS Caregiver Support" sections of the form the SPT will develop a more complete inventory of CLASS and non-CLASS services available to the individual. This inventory of activities and resources will allow the SPT to develop a more complete understanding of services and resources available to the individual. It will also allow the SPT to engage in service planning efforts that will ensure the individual's needs are met without duplicating services or leaving out consideration of services available through resources other than CLASS. This information is new for the CLASS Habilitation Plan and is added to assist the SPT to clearly document justification for proposed habilitation services to be provided. The intended result of capturing this information is that DADS will consistently receive it as part of a proposed IPC and can avoid the need to request this information in a remand that delays DADS consideration of the request.

In the final section of the revised habilitation plan the SPT will document the individual's CLASS habilitation schedule based on the information documented in the first three sections of the form.

Please make note of the revised instructions for this form as DADS identified when the form will be filled out by the DSA and when it will be completed by the CMA.

CMAs and DSAs must begin use of the revised forms 3595 and 3596 no later than April 1, 2012. At the time of the individual's annual reassessment that occurs on or after this date. Use of the former versions of these forms may not continue after the effective date of this change and the individual's reassessment.

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If you have any questions about these form revisions or need additional information, please contact DADS Intellectual and Developmental Disability (IDD) Program Enrollment/Utilization Review in Access and Intake at (512) 438-3609.

Sincerely,

[signature on file]

Cathy Horton
Director
Utilization Management and Review

CH:ccm

cc: Anita Bradbury, Executive Director, Texas Association for Home Care
Carole Smith, Private Provider Association of Texas