



COMMISSIONER
Chris Traylor

May 22, 2012

To: Deaf Blind with Multiple Disabilities Providers

Subject: Information Letter No. 12-05
Deaf Blind with Multiple Disabilities Death Reporting Requirements

The purpose of this letter is to inform Deaf Blind with Multiple Disabilities (DBMD) providers of a change in the death reporting requirements within the DBMD program. This letter replaces information letter No. 10-151, which only required DBMD providers to report deaths of individuals receiving services in a residential setting.

The Texas Administrative Code (TAC) Title 40, Part 1, Chapter 42, Section 42.630(a)(9) (relating to residential services) states that a program provider must notify the Texas Department of Aging and Disability Services (DADS) in writing of an individual's death within 24 hours after learning of the death.

Additionally, the Texas Administrative Code (TAC) Title 40, Part 1, Chapter 49, Section 49.33(b) (relating to Access to Contractor's Records) requires provider agencies to provide DADS with individual records and supporting documents upon request.

Effective June 1, 2012, providers must report to DADS, deaths of **all** individuals enrolled in the DBMD program. Within 24 hours after learning of the death of an individual, DBMD providers must complete DADS form 8493 "Notification to DADS Regarding a Death in the Home and Community-based Services (HCS), Texas Home Living (TxHml) and Deaf Blind with Multiple Disabilities (DBMD) Programs," and submit the form by fax to DADS at (512) 438-4148. The form is available on the DADS website at the following link:
<http://www.dads.state.tx.us/handbooks/dbmd/forms/index.asp>.

In addition, within three business days after the completed DADS form 8493 is faxed to DADS by the program provider, DBMD program providers must fax or overnight mail the following documentation, as applicable:

- the individuals most current individual program plan;
- the individual's last three months of nursing notes;
- the individual's most recent nursing assessment;
- the individual's most recent physician orders;
- the three most recent months of lab work performed for the individual;
- documentation of the last two months of medication administration records regarding the individual;
- documentation of the last three weeks of progress notes provided to the individual for assisted living services, intervener services or residential habilitation services; and
- documentation of any training provided to service providers regarding the individual.

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The documentation listed above should be faxed to the Waiver Survey and Certification Risk Assessment Coordinators at (512) 438-4148 or mailed overnight to:

Waiver Survey and Certification, Risk Assessment Coordinators
PO Box 149030, Mail Code E-348
Austin, Texas 78714-9030

In addition to submitting the information listed above, a termination Individual Plan of Care (Form 6500) must be submitted to the DBMD operations staff by fax at (512) 438-5135 in order to end services in the DBMD program.

DADS Waiver Survey and Certification staff in DADS Regulatory Services are responsible for conducting death reviews for the DBMD program. They will contact DBMD providers directly if additional information is needed.

After a death review is conducted, DADS will analyze the aggregated information and develop annual reports on the causes of deaths for system-wide improvements.

If there are any questions regarding the information contained in this letter, please contact the DBMD Program Specialist at dbmd@dads.state.tx.us.

Sincerely,

[Signature on file]

Teresa Richard
Director
Center for Policy and Innovation

Sincerely,

[Signature on file]

Carol Ahmed
Director, Survey Operations
Regulatory Services