



COMMISSIONER
Chris Traylor

January 20, 2012

To: Community Based Alternatives Home and Community Support Services Agencies

Subject: Information Letter No. 12-06
Community Based Alternatives Quarterly Nursing Assessments Changed to Semiannual

Effective January 20, 2012, Community Based Alternatives (CBA) nursing assessments will be required semiannually instead of quarterly. One of the two semiannual nursing assessments will be replaced with the annual reassessment skilled nursing visit and may be performed when the Home and Community Support Services Agency (HCSSA) registered nurse is conducting a supervisory visit for individuals receiving delegated nursing tasks. Form 3751, CBA Semiannual Nursing Assessment; 3751-A, CBA Semiannual Nursing Assessment Attachment; and 3752, Evaluation/Actions of RN Semiannual Visit are still completed during the semiannual nursing assessment, but are not completed during the annual reassessment.

The semiannual nursing assessment must be performed in the fourth month of the individual service plan (ISP) year. There is no longer a requirement to complete the initial nursing assessment within 14 days of the waiver service initiation date. The chart provided on page 2 outlines how nursing assessments are handled depending upon the month in which the ISP expires.

To facilitate the transition of individuals from quarterly to semiannual nursing assessments, HCSSAs may choose to complete quarterly nursing assessments due on or after January 20th through March 2012. If a quarterly nursing assessment was due prior to January 20th, the HCSSA is still expected to complete the quarterly nursing assessment per policy in effect prior to January 20th. For individuals receiving CBA services that will receive STAR+PLUS services as of March 1, 2012, the HCSSA will be responsible for any quarterly nursing assessments due prior to January 20th, but will not be required to follow the chart on page 2 for individuals transferring to STAR+PLUS.

Since HCSSAs are being provided a choice of immediate or delayed adoption of the new policy, DADS Community Services Contracts staff will use documentation on [Form 3572, Evaluation/Actions of RN Semi-Annual Quarterly Visit](#), during contract and fiscal compliance monitoring visits to determine if an individual who was due a quarterly nursing assessment in January, February or March received a quarterly nursing assessment in accordance with current policy or if the HCSSA chose to immediately transition an individual into a semiannual nursing assessment schedule.

ISP Expiration Dates	Semiannual Assessment Due Date	Annual Assessment Packet Due Date
		Packet Due to CM between
January 31	May 1 - May 31	November 1 - November 30
February 28 or 29	June 1 - June 30	December 1 - December 31
March 31	July 1 - July 31	January 1 - January 31
April 30	August 1 - August 31	February 1 - February 28 or 29
May 31	September 1 - September 30	March 1 - March 31
June 30	October 1 - October 31	April 1 - April 30
July 31	November 1 - November 30	May 1 - May 31
August 31	December 1 - December 31	June 1 - June 30
September 30	January 1 - January 31	July 1 - July 31
October 31	February 1 - February 28 or 29	August 1 - August 31
November 30	March 1 - March 31	September 1 - September 30
December 31	April 1 - April 30	October 1 - October 31

The Department of Aging and Disability Services (DADS) case managers will authorize four hours annually on the Form 3671-C, Nursing Service Plan, Page 2, to cover time spent conducting the semiannual nursing assessments. Case managers will apply the change at the next annual reassessment or for any initial ISPs authorized on or after the effective January 20th. DADS will allow HCSSAs to receive reimbursement when a third semiannual nursing assessment results within the ISP year, if the assessment was completed within the required timeframes. For example, a third assessment may be needed if an individual transfers to another HCSSA agency. The receiving HCSSA is still required to perform a nursing assessment within 14 calendar days of the transfer effective date.

Per Information Letter No. 01-04, Quarterly Nursing Assessments, HCSSAs may only bill for the actual time spent conducting the semiannual nursing assessment. The HCSSA can still bill for a minimum of one hour of nursing for each nursing visit.

DADS has updated the [CBA Provider Manual 4422.9 Semiannual Nursing Assessments](#) to reflect this policy change. DADS has revised [Form 3751, CBA Semiannual Nursing Assessment](#); [Form 3751-A, Semiannual Nursing Assessment Attachment](#); [Form 3752 Evaluation of RN Semiannual Visit](#); [Form 3671C, Nursing Service Plan](#); and [3671C-Alternate, Nursing Service Plan for Consumer Directed Services](#) to reflect the policy change.

The processes for authorizing nursing hours for crisis intervention, a significant change in status and requesting changes to the ISP remain the same.

For questions regarding the content of this letter, please contact the DADS, Policy Development and Oversight section, Community Based Alternatives, at CBA@dads.state.tx.us.

Sincerely,

[signature on file]

Teresa Richard
Director
Center for Policy and Innovation

Sincerely,

[signature on file]

Gary Jessee
Assistant Commissioner
Access and Intake