



COMMISSIONER
Chris Traylor

March 28, 2012

To: Home and Community-based Services (HCS) Providers
Texas Home Living (TxHmL) Providers

Subject: Information Letter No. 12-25
Documentation of Progress toward Individualized Outcomes

DADS rules at Title 40 Texas Administrative Code (TAC) §9.153(23) and §9.174(a)(14) require HCS program providers to include, in an individual's implementation plan, a list of outcomes that will be addressed using HCS Program services and to document the progress or lack of progress toward the outcomes in observable, measureable, or outcome oriented terms. Similar requirements for TxHmL program providers are found in DADS rules at 40 TAC §9.553(24) and §9.578(f).

The purpose of this letter is to inform HCS and TxHmL providers that completion of the sample service logs provided in the HCS Billing Guidelines, Section 3800 and the TxHmL Program Billing Guidelines, Section 3800, may not fulfill the requirement in DADS rules to document the progress or lack of progress towards outcomes.

The sample forms provided in the HCS and TxHmL Billing Guidelines allow a service provider to use a checklist to indicate when an activity has been completed. This type of documentation is inadequate to document the progress or lack of progress of outcomes because it simply reflects service delivery to an individual by the service provider.

For example, documentation of progress or lack of progress towards an outcome related to an individual's acquisition of a skill requires documentation of the individual's gains in completing the skill in order to measure progress or lack of progress. Another example is an outcome related to the reduction of an inappropriate behavior requires documentation of the number of instances the individual exhibited the inappropriate behavior and possibly a narrative to measure progress or lack of progress towards the outcome. These examples are offered to demonstrate that completion of the service delivery checklist may provide needed data for assessing progress or lack of progress for outcomes but does not, by itself, reveal an individual's progress or lack of progress made in achieving the outcomes.

If a program provider is not in compliance with the requirement in 40 TAC §9.174(a)(14) or §9.578(f), DADS will take action in accordance with 40 TAC §9.185 or §9.577.

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If you have any questions regarding the information in this letter, please contact the DADS Regulatory Services, Waiver Survey and Certification unit at (512) 438-4163 or at WaiverSurvey.Certification@dads.state.tx.us.

Sincerely,

[signature on file]

Carol Ahmed
Director, Survey Operations
Regulatory Services