



COMMISSIONER
Jon Weizenbaum

June 10, 2013

To: Home and Community Based Service Providers
Texas Home Living Providers
Local Authorities

Subject: Information Letter No. 13-27
September 1, 2013 - Single Service Authorization System Implementation

The purpose of this letter is to inform providers that effective September 3, 2013, Home and Community Based Service (HCS) and Texas Home Living (TxHmL) Providers, and Local Authorities (LAs) will begin submitting Individual Plans of Care (IPCs), Intellectual Disability/Related Conditions (ID/RC) Assessments, and Individual Movements (IMT) through the Texas Medicaid Healthcare Partnership (TMHP) Long Term Care (LTC) Online Portal. In addition, for dates of service September 1, 2013, and after, providers will bill for these services through TMHP. This project is called the Single Service Authorization System (SSAS).

The SSAS Project will migrate the IPCs, ID/RC Assessments, IMT, and claims submission functionality from the Client Assignment Registration System (CARE) to the TMHP LTC Online Portal, and the TMHP electronic billing system, TexMedConnect.

The Texas Department of Aging and Disability Services intends to send two additional information letters with detailed information as the SSAS implementation for HCS/TxHmL providers and LAs progresses. At this time, in preparation for the transition, providers should focus on the processes below.

Preparing for the transition

1. Discontinuance of Dial-Up Connection Functionality

A high-speed internet connection must be used to connect to the TMHP Network. Providers will not be able to connect through a standard dial-up network. Providers should begin this transition as soon as possible, but before August 31, 2013.

Contact the TMHP Electronic Data Interchange Help Desk at 1-888-863-3638 for assistance with setting up an internet connection for electronic submissions.

2. Be current on entering forms into the CARE System

To ensure there is no delay in payment during the transition, all data entry of forms should be up to date.

3. Continue to monitor the DADS website at www.dads.state.tx.us/providers/ssas/index.html. This website provides detailed information about training workshops, how to obtain access to the LTC Online Portal and the TMHP electronic billing system, TexMedConnect. In addition, there will be continuous updates on the most frequently asked questions.

Other Important Information to be provided in future communications

1. How to obtain access to the LTC Online Portal and the TMHP electronic billing system.
2. TMHP Training Workshops
Statewide workshops are being scheduled between August 6, 2013, and August 27, 2013. All providers are urged to attend a TMHP workshop. Workshop details including registration information can be accessed at http://www.tmhp.com/Pages/Education/Ed_Home.aspx on or before July 6, 2013.
3. User Acceptance Testing
Providers and LAs will have an opportunity to test the new functionality from July 29, 2013, through August 2, 2013. Providers and LAs are being contacted to volunteer for external testing.
4. Resources that will be available at TMHP
TMHP is in the process of developing an extensive library of resources for providers and LAs. These resources will include computer-based training, user guides, videos, webinars, and job aids.

For questions about the content of this information letter, as well as other questions about the SSAS Project, please contact DADS at: SSAS@dads.state.tx.us. Providers may also call the Provider Claims Services Help Desk by phone at (512) 438-2200, option 5.

Sincerely,

[signature on file]

James Jenkins
Chief Financial Officer

JJ:mgm