



COMMISSIONER
Jon Weizenbaum

June 11, 2013

To: Adult Foster Care Providers
Assisted Living/Residential Care Providers
Community Based Alternatives Home and Community Support Services Agencies
Day Activity and Health Services Providers
Financial Management Services Agencies
Home Delivered Meals Providers
Medically Dependent Children Program Providers
Out-of-Home Respite Adult Foster Care Providers
Out-of-Home Respite Assisted Living/Residential Care Providers
Primary Home Care Program Providers¹
Transition Assistance Services Providers

Subject: Information Letter No. 13-28
Contract and Fiscal Compliance Monitoring – Negative Billing

The purpose of this information letter is to notify contracted providers of changes to the contract and fiscal compliance monitoring protocol in relation to negative billing.

In accordance with the current contract and fiscal compliance monitoring protocol, the Department of Aging and Disability Services (DADS) contract staff provides the sample two workdays in advance in order to allow the contractor time to gather service and other pertinent records related to the sample of individuals for the monitoring.

The current monitoring protocol allows DADS contract staff to accept negative billing, for sample individuals, completed prior to the monitoring entrance conference when assessing billing compliance. Effective July 1, 2013, contract staff will accept a contractor's negative billing that is processed at least three workdays prior to the entrance. Negative billing that is processed fewer than three workdays prior to the entrance will not be considered when assessing compliance to billing standards. Should the agency resolve an overpayment through negative billing prior to the entrance, a recoupment amount will not be assessed.

¹ Primary Home Care (PHC) program providers include Community Attendant Services (CAS) and Family Care (FC) providers.

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If you have any questions regarding this information letter, please contact Kathie Carleton-Morales at kathie.carleton-morales@dads.state.tx.us.

Sincerely,

[Signature on file]

William Campbell
Director
Community Services Contracts
Access and Intake

WC:KCM:lab

[Signature on file]

Kathie Carleton-Morales
Director
Contract Oversight and Support
Chief Operating Officer