



COMMISSIONER
Jon Weizenbaum

August 12, 2014

To: Intermediate Care Facilities for Individuals with Intellectual Disabilities Facilities
Community Living Assistance and Support Services Case Management Agencies
Community Living Assistance and Support Services Direct Service Agencies
Deaf Blind with Multiple Disabilities Providers
Home and Community-based Services Providers
Texas Home Living Providers
Local Authorities

Subject: Information Letter 14-48
Requirement to Request Renewal of Expired Intellectual Disability/Related Conditions
and Individual Plan of Care Forms

Effective September 1, 2014, some individuals residing in Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF-IID) or receiving long-term services and supports (LTSS) through the Community Living Assistance and Support Services (CLASS), Deaf Blind with Multiple Disabilities (DBMD), Home and Community-based Services (HCS) or Texas Home Living (TxHmL) programs will begin receiving their acute care services from a Managed Care Organization (MCO) through the State of Texas Access Reform+Plus (STAR+PLUS) program.

The purpose of this information letter is to request submission of renewal documents to the Department of Aging and Disability Services (DADS) for individuals enrolled in your program. Renewal documents include DADS form 8578, Intellectual Disability/Related Conditions Assessment, that identifies an individual's Level of Care (LOC), and Individual Plan of Care forms as applicable to the program. Expired LOCs or IPCs will place individuals at risk of being unable to access needed acute care services through STAR+PLUS, such as doctor visits, hospital or emergency room services, and prescription medications. It is important that DADS receives renewal requests for LOCs and IPCs immediately for every individual who currently has an expired LOC or IPC.

Submission requirements and processes for each program differ, but have not changed as a result of the STAR+PLUS expansion. Program providers, Case Management Agencies (CMAs), Direct Services Agencies (DSAs) and Local Authorities are required to follow their normal submission processes to request renewal of these authorizations, as described below:

- ICF-IID: submit the Intellectual Disability/Related Conditions (ID/RC) renewal form through the Texas Medicaid and Healthcare Partnership Long-Term Care online portal.

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- CLASS and DBMD program providers: fax the ID/RC and IPC packet renewal documents to the Program Enrollment/Utilization Review (PE/UR) unit at (512) 438- 5135.
- HCS and TxHmL program providers: submit the ID/RC and IPC renewals through the Client Assignment and REgistration (CARE) system and if prompted, fax the ID/RC, IPC packet renewal documents or both to the PE/UR unit at (512) 438- 4249.

If you have questions about this letter, please call the appropriate PE/UR message line below.

- ICF-IID, HCS and TxHmL: (512) 438-5055
- CLASS and DBMD: (512) 438-4896

Sincerely,

[signature on file]

Donna Jessee

Director

Center for Policy and Innovation

[signature on file]

Elisa J. Garza

Assistant Commissioner

Access and Intake