



COMMISSIONER
Jon Weizenbaum

September 1, 2015

To: Home and Community-based Services Program Providers
Texas Home Living Program Providers
Local Intellectual and Developmental Disability Authorities
Financial Management Services Agencies

Subject: IL 15-52
Providing Transportation in the Home and Community-based Services and Texas Home Living Waiver Programs

The purpose of the information letter (IL) is to inform Home and Community-based Services (HCS) and Texas Home Living (TxHmL) program providers, local intellectual and developmental disability authorities (LIDDAs) and Financial Management Services Agencies (FMSAs) about changes related to providing transportation to an individual in the HCS or TxHmL Program. Specifically, this IL describes the process by which transportation will no longer be provided as Community First Choice Personal Assistance Services/Habilitation (CFC PAS/HAB). In accordance with the instructions provided in this letter, program providers and service coordinators will include and bill for transportation hours on an individual plan of care (IPC) as an HCS or TxHmL Program service.

The requirements set forth in this IL are included in the proposed amendments to Texas Administrative Code (TAC), Title 40, Part 1, Chapter 9, Subchapters D and N expected to become effective March 2016.

Transportation in the HCS and TxHmL Programs

In accordance with the approved HCS and TxHmL waiver applications, transportation is a service included in the HCS Program service of supported home living (SHL) and the TxHmL Program service of community support (CS). An example of transportation is driving an individual to a community activity associated with an outcome on the person-directed plan (PDP). Although transportation is included as a service under SHL and CS, transportation is identified separately on the IPC under the new service codes TR and TRV.

Process for Adding Transportation to an IPC

For a renewal or initial IPC that has a begin date of **November 1, 2015 or later**:

- the service planning team (SPT) must determine whether an individual requires transportation;
- if the individual requires transportation, the service coordinator must include transportation and outcomes for transportation on the PDP;
- if transportation is included on the PDP:
 - the program provider must develop a transportation plan for an individual who receives transportation from a program provider; and

- the SPT must develop a transportation plan for an individual who receives transportation through the CDS option;
- if the individual is receiving a service from a program provider:
 - the HCS program provider must include transportation on a renewal IPC based on the individual transportation plan; and
 - the TxHmL service coordinator must include transportation on a renewal IPC based on the individual transportation plan; or
 - the HCS or TxHmL service coordinator must include transportation on an initial IPC based on the individual transportation plan;
- if the individual is receiving all HCS or TxHmL program services through the CDS option, the service coordinator must include transportation on the IPC based on the individual transportation plan.

Transportation Plan

As described above, a program provider or SPT must develop a transportation plan if transportation as an SHL or CS activity is included on an individual's PDP. The transportation plan describes how transportation will be delivered to support an individual's desired outcomes for transportation and identifies the appropriate number of transportation hours, based on the individual's needs, necessary to enable the individual's independence and integration into the community. The transportation plan must be documented on the Texas Department of Aging and Disability Services (DADS) Form 3598, Individual Transportation Plan which is available on the DADS website at <https://www.dads.state.tx.us/forms/3598/>.

The HCS program provider, TxHmL program provider, and CDS employer must ensure transportation is provided in accordance with the transportation plan.

If an individual receives transportation through the CDS option, the service coordinator must send a copy of the transportation plan to the FMSA.

New Service Codes for Transportation on an IPC

The new billing codes for identifying transportation on the IPC are:

- "TR" for transportation provided by a program provider; and
- "TRV" for transportation provided through the CDS option.

The Client Assignment and REgistration (CARE) system will display "TR" and "TRV" on the IPC and billing related screens beginning September 1, 2015, to enable program providers and service coordinators to enter transportation hours as TR (instead of CFPH) and as TRV (instead of CFPHV).

The new billing codes are effective November 1, 2015. The HCS and TxHmL Bill Code Crosswalk will be updated and posted on the DADS website on November 1, 2015.

The IPC forms with these changes will be available on the DADS website by September 1, 2015, for use by program providers and service coordinators to develop a renewal or initial IPC with a begin date of November 1, 2015, or later.

Qualifications of a Service Provider for Transportation as an SHL or CS Activity

A service provider of transportation as an SHL or CS activity must meet qualification requirements for a service provider of SHL or CS as described in the HCS Program Billing Guidelines or TxHmL Program Billing Guidelines.

Including Transportation as CFC PAS/HAB on Certain IPCs

For a renewal or initial IPC that has a begin date **before November 1, 2015**, transportation is provided and billed as a CFC PAS/HAB activity. When such an IPC is renewed, transportation must be included using service code TR or TRV on the IPC in accordance with the process described above.

Update of Previous ILs

Information in this IL updates the information in IL 15-28 and IL 15-29 that requires transportation to be delivered through CFC PAS/HAB.

For questions about the content of this IL, contact the CFC mailbox at CFCPolicy@dads.state.tx.us.

Sincerely,

[signature on file]

Michelle Martin
Interim Director
Center for Policy and Innovation

[signature on file]

Elisa J. Garza
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Access and Intake