



COMMISSIONER
Jon Weizenbaum

May 20, 2016

To: Home and Community Support Services Agencies (HCSSAs)

Subject: Provider Letter No. 16-16 — Training Requirements for Administrators and Alternate Administrators

The Texas Department of Aging and Disability Services (DADS) has been notified that an organization is sending informational flyers and other communication to HCSSAs that indicate DADS has endorsed that organization's HCSSA administrator training for emergency preparedness planning. The information being distributed is incorrect and misleading as **DADS does not endorse specific training providers nor does it require administrators to take a particular training course.**

Please be wary of any information you receive from providers, vendors or agencies other than DADS indicating that a specific training course is mandatory or required for state licensure, or that DADS or the Texas Health and Human Services Commission endorses a particular training provider.

If DADS approves a training provider, the licensed agency or consultant that provides the training must offer each participant a copy of the DADS approval letter that includes the topics approved, the number of hours and the categories of services for which DADS approved the course topic. If a national or state organization recognizes the training, the training materials, certificate and objectives will note the approval, endorsement or recognition. A statement of approval or endorsement may be present even if the course does not offer continuing education hours or units. If no such statement exists, a HCSSA may ask the provider to produce documentation of approval or endorsement by a state or national organization. The HCSSA must maintain documentation of the DADS approval or the recognition by a national or state organization.

The DADS website includes a directory of providers that offer HCSSA administration training at http://www.dads.state.tx.us/providers/hcssa/training_providers.cfm. DADS staff have reviewed the training materials of the providers listed in the directory and have determined that the materials meet or exceed HCSSA licensure requirements.

The HCSSA or HCSSA employee is responsible for ensuring the training they take complies with the Licensing Standards for Home and Community Support Services Agencies in Texas Administrative Code, Title 40, Part 1, Chapter 97, §97.259-260. The licensing standards at 40 TAC Chapter 97 require an administrator and alternate administrator to complete 24 initial clock hours of educational training and 12 clock hours of continuing education annually, thereafter. Required training topics are in the licensing standards. The licensing standards do not stipulate

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how many of the training hours must be devoted to emergency preparedness or a specific topic. A HCSSA may view the licensing standards for initial educational training in administration of agencies online at [40 TAC §97.259](#). The licensing standards for continuing education for administration of agencies is online at [40 TAC §97.260](#).

For additional information on administrator qualifications and training, please see the frequently asked questions on administrator and alternate administrator training on the [DADS website](#).

If you have any questions about this letter or the training requirements for HCSSA administrators, please contact the Policy, Rules and Curriculum Development section at (512) 438-3161.

Sincerely,

[Signature on file]

Mary T. Henderson
Assistant Commissioner
Regulatory Services

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