

ATTACHMENT J

HCS and TxHmL Interest Lists Maintenance

- I. The LIDDA shall comply with the HCS and TxHmL Interest Lists Manual, which is available at <http://www.dads.state.tx.us/handbooks/lidda/InterestListManual/index.htm>. The manual addresses creating an HCS and TxHmL interest lists record, adding an individual's name to the HCS and TxHmL interest lists, deleting an individual's name from the HCS and TxHmL interest lists, and conducting biennial contacts for individuals on the HCS and TxHmL interest lists.

The LIDDA must monitor and review pertinent XPTR reports (i.e., HC027880.W, HC027882.W, HC027883.M, and HC027884.W) to ensure compliance with the outcome targets for biennial contacts as required in Attachment B (Performance Measures and Outcome Targets).

II. Requesting DADS to Change HCS or TxHmL Interest Lists Information

A request for DADS to change HCS or TxHmL Interest Lists information for a consumer must be made by the IDD Services Director or a designee who reports to the IDD Services Director. A separate request for each consumer must be submitted.

- A. For a request to change HCS or TxHmL Interest Lists information because of an LIDDA data input error or procedural error, the LIDDA must complete and submit to the DADS contract manager a Request to Change Interest Lists Information for HCS or TxHmL (Form 8571).
- B. If the consumer identifies the HCS or TxHmL Program as a preferred service and the consumer informs the LIDDA that he/she was determined ineligible for a DADS waiver (except HCS or TxHmL) due to a reason other than financial ineligibility, the LIDDA will request that DADS change the consumer's begin date for HCS or TxHmL to be the consumer's "Request Date/Time" in the Community Services Interest Lists (CSIL) for the DADS waiver for which the consumer was denied. If the consumer is already on the Interest Lists for HCS or TxHmL, the LIDDA will only request a begin date change if the HCS or TxHmL begin date is later than his/her "Request Date/Time" in CSIL for the DADS waiver for which the consumer was denied. The request must be typed and:
1. be addressed to the DADS contract manager;
 2. provide an explanation that the consumer was determined ineligible for the DADS waiver, including the name of the DADS waiver;
 3. provide the consumer's "Request Date/Time" in CSIL for the DADS waiver for which the consumer was denied eligibility; and
 4. written evidence supporting the change being requested (i.e., a copy of the letter addressed to the consumer stating that the consumer is ineligible for the DADS waiver program or other appropriate documentation).