



COMMISSIONER
Jon Weizenbaum

Memorandum

To: Community Services Regional Directors
Community Services Program Managers

From: Lisa Akers-Owen
Manager
Community Services Policy and Curriculum Development

Subject: Rate and Enhancement Level Changes Effective September 1, 2013
and Required Actions for Consumer Directed Services

Issuance Date: August 21, 2013 CSPO 13-08-009

Effective Date: September 1, 2013

This memorandum applies to the Community Care for Aged and Disabled (CCAD) and the Community Based Alternatives (CBA) Programs.

The Health and Human Services Commission (HHSC) approved rate and enhancement level changes effective September 1, 2013 for the following programs:

- Day Activity and Health Services(DAHS)
- Residential Care (RC)
- Community Based Alternatives (CBA)
- CBA Assisted Living/Residential Care (AL/RC), and
- Non-priority Primary Home Care (PHC), Community Attendant Services (CAS), and Family Care (FC).

The change is to ensure compliance with attendant minimum base wage requirements as directed by provisions of S.B. 1, The General Appropriations Act, of the 83rd Legislature, Regular Session, 2013, Article II, Special Provisions Relating to All Health and Human Services Agencies, Section 61. The increase in attendant minimum base wage to at least \$7.50 per hour for attendants serving priority and non-priority individuals is effective September 1, 2013. Additionally, Attendant Compensation Rate Enhancement Levels 26 through 35 are added for all programs. The new rates and enhancement levels issued in August 2013 are available on the HHSC Rate Analysis website:

<http://www.hhsc.state.tx.us//rad/long-term-svcs/phc/index.shtml>

The new rates and enhancement levels will be programmed in the Service Authorization System (SAS). No case manager action is required on CBA cases and the only action required on CCAD cases is for individuals receiving personal attendant services (PAS)

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through the Consumer Directed Services (CDS) option. The rate for Priority PAS has not changed.

CCAD Consumer Directed Services

As soon as the rate is changed in the SAS Wizards, case managers will be notified and must begin a desk review of all CCAD CDS cases. For individuals receiving PAS through the CDS Option, CCAD case managers must re-calculate the annual service plan (ASP) amount beginning September 1, 2013 through the remainder of the ASP year. The rate for Non-priority PAS with the CDS delivery option has changed as follows:

Priority Status	Unit Type	Old Rate	Rate Effective 09-01-13
Non-priority	Hour	\$9.61	\$9.89

Case managers must re-calculate ASP amounts on all CDS case records by September 30, 2013 so the individual and Financial Management Services Agency (FMSA) can develop a new CDS budget effective September 1, 2013 for the remainder of the ASP year.

New Procedures for Rate Changes

Effective with this memorandum, it is no longer a requirement for the Financial Management Services Agency (FMSA) to send a report for the utilized hours to date. The case manager performs calculations based on the *authorized hours* from the beginning of the ASP to the date of the change. This will provide the authorized hours and the total dollar amount for the utilized period. Example:

Step 1: The case manager is advised of a rate increase to \$9.89 effective 09-01-13. The original ASP was for 10 hours per week/ 530 hours of service @\$9.61 per hour for a total of \$5093.30 beginning on 02-15-13 and ending on 02-14-14.

Step 2: The case manager calculates the number of elapsed weeks in the ASP.

February = 14 Days
March = 31Days
April = 30Days
May = 31Days
June = 30 Days
July = 31Days
August = 31Days

Total = 198 Days/7Days per Week = 28.28
Weeks. Round up to the next whole number,
which is 29 weeks.

Step 3: Calculate the amount authorized for the elapsed weeks: 29 Weeks X 10 hours per week X \$9.61 = \$2,786.90.

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Step 4: Calculate the remaining weeks in the ASP by subtracting the weeks from the ASP year: 53 Weeks – 29 Weeks = 24 Weeks remaining in the ASP.

Step 5: Calculate the remaining weeks by the new rate: 24 Weeks X 10 hours per week X \$9.89 = \$2,373.60. The Service Authorization System (SAS) requires checking the supervisory approval box since this is an increase, but it is not necessary to get supervisory approval

Step 6: The new total for the ASP is \$2,786.90 + \$2,373.60 = \$5,160.50.

Step 7: Process the revised ASP through the SAS Wizards. In the Authorization Wizard enter the new date of 09-01-13. The system will automatically insert an end date of 08-31-14.

Step 8: Manually correct the end date to reflect 02-14-14 and document in the comments section "Unit rate increase effective 09-01-13 for 10 hours per week at \$9.89 per hour for a total of \$2,373.60 for the remainder of the ASP year.

Step 9: The case manager must correct the CDS/PAS service authorization record for the amount of \$2,786.90 used from 02-15-13 to 08-31-13 and the amount of \$2,373.60 authorized for 09-01-13 to 02-14-14.

Step 10: The case manager leaves the Form 2101 for 63V at the Pending status since there is no change in the monthly FMS fee. The Wizard will automatically display this screen, but no action is needed.

Step 11: On the paper copy of Form 2101, the case manager must correct the number of units in Box 18 by marking though the amount shown and entering the ongoing amount of \$2,373.60.

Step 12: The case manager notifies CDS individual and the FMSA of the change by sending Form 2101, Authorization for Community Care Services. The case manager also sends the CDS individual Form 2065-A, Notification of Community Care Services. The FMSA is notified by Form 2101.

All case reviews must be completed and forms sent to the CDS individual and the FMSA by September 30, 2013.

If you have any questions regarding this memorandum, your regional representative may contact Alfredo Cervantes at 512-438-5459.

LAO:cw