



COMMISSIONER
Jon Weizenbaum

To: Community Services Regional Directors
Community Services Program Managers

From: Dana Williamson
Manager
Long Term Services and Supports Policy

Subject: Changes in the Service Authorization System Monitoring Wizards

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This memorandum applies to Community Care for Aged and Disabled (CCAD) Program.

The Department of Aging and Disability Services (DADS) Information Technology (IT) released updates to the Service Authorization System (SAS) Wizards on August 25, 2014. This memorandum provides an overview of the new option in the Monitoring Wizard.

The SAS build allows the case manager to choose the type of Home Delivered Meals (HDM) provided and the satisfaction of the meals. For example some agencies do hot meals Monday thru Thursday and frozen Friday thru Sunday. An individual might like the hot but not the frozen or shelf stable.

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|-------------------------------------|--|--------|--------------------------|-------------------------------------|---|-----|
| <input type="checkbox"/> | 25-MEALS | 151800 | <input type="checkbox"/> | <input type="checkbox"/> | --Please Select-- | --P |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Hot | 151800 | <input type="checkbox"/> | <input type="checkbox"/> | --Please Select-- | --P |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> Frozen/Chilled | 151800 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | F4 - Nutritional special diets not met. | PA |
| <input type="checkbox"/> | <input type="checkbox"/> Shelf Stable | 151800 | <input type="checkbox"/> | <input type="checkbox"/> | --Please Select-- | --P |

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Please refer to Case Manager Community Care and Disabled Handbook Item 8170, Monitoring Wizard to Item 8177, Client Satisfaction Window-Monitoring Wizard-CCAD for details on how to complete the Monitoring Wizard in SAS.

Form 2314, Satisfaction and Service Monitoring, will be updated to reflect the above changes in the near future. Until then, the case manager will need to ask what type of meals are being delivered and document response on Form 2314 along with indicating the degree of satisfaction.

Questions regarding this memo may be directed to Long Term Services and Supports policy staff at: HDM@dads.state.tx.us