



COMMISSIONER
Jon Weizenbaum

Memorandum

To: Community Services Regional Directors
Community Services Program Managers

From: Dana Williamson
Manager
Long Term Services and Supports Policy

Subject: Allowed Case Manager Contact Types for Suspension Interdisciplinary Team Meetings: Addendum to CSPO 13-09-013 Form 2065-A Notification of Community Care Services, New Requirements for Suspensions and Interdisciplinary Team Meetings

Issuance Date: September 30, 2014 LTSS 14-09-015

Effective Date: October 14, 2014

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

CSPO 13-09-013 instructs the case manager to arrange an Interdisciplinary Team (IDT) meeting to try to resolve the issue with the provider and individual if the individual's service has been suspended in situations described in the Case Manager Community Care for Aged and Disabled Handbook, Section 2840, Threats to Health and Safety. If the reason for suspension is offensive behavior, discrimination, harassment or threats to health and safety, a face-to-face IDT meeting is required.

This memorandum allows the case manager to conduct the IDT meeting by telephone or a face-to-face contact for all suspension reasons listed in Case Manager Community Care for Aged and Disabled Handbook, Section 2840, Threats to Health and Safety. Case managers are required to discuss the specific case with their supervisors to determine the best approach for conducting the IDT. Case managers must document the rationale for conducting the IDT by telephone.

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