



COMMISSIONER
Chris Traylor

Memorandum

To: LTSS Regional Directors
LTSS Program Managers

From: Carol Y. Sloan
Section Manager
Regional and Local Services

Subject: Clarification Regarding the Health Assessment/Individual Service Plan (Form 3050) and Regional Nurse duties Related to Day Activity and Health Services (DAHS) Eligibility Determination

Issuance Date: January 29, 2010 RLS 10-01-009

Effective Date: January 29, 2010

This policy clarification applies to Day Activity and Health Services.

This memo is to:

- clarify that either a registered nurse (RN) or a licensed vocational nurse (LVN) can complete Form 3050, The Health Assessment/Individual Service Plan;
- clarify the Department of Aging and Disability Services (DADS) regional nurse approval process for an individual's medical eligibility determination for Day Activity and Health Services (DAHS); and
- review regional nurse authorization time frames.

All components of Form 3050 can be completed by either an LVN or an RN. An LVN is not required to obtain the co-signature of an RN. In a DAHS facility, an RN is not required to sign the medication section of Form 3050. Minor revisions have been made to Form 3050 to reflect this.

Upon receipt of Form 3050, and Form 3055, Physician's Orders, the regional nurse reviews the forms for completion. If the forms are complete, the regional nurse makes a determination to approve or deny medical eligibility. If the forms contain errors and/or omissions, the regional nurse must send the forms back to the DAHS facility for Critical Omissions. The regional nurse must not send forms back for additional information unless identified as a critical omission. Refer to Case Manager Community Care for Aged and Disabled Handbook Item 4236.3, Critical Omissions at <http://www.dads.state.tx.us/handbooks/cm-ccad/4000/4000.htm#sec4230>

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Per a recent Handbook revision, the timeframe for the regional nurse to send the Authorization Form 2101, Authorization for Community Care Services, to the DAHS facility has been changed to within five business days of the receipt of the prior approval request.

If you have any questions regarding this memorandum, your regional representative may contact Sara Goodman at 512-438-5837.

CYS:lao