



COMMISSIONER  
Jon Weizenbaum

## Memorandum

To: Community Services Regional Directors  
Community Services Program Managers

From: Dana Williamson  
Manager  
Long Term Services and Supports Policy

Subject: Approval of Service Backup Plans for Individuals in the Medically  
Dependent Children Program using the Consumer Directed Services Option

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This memorandum clarifies case manager procedures for the service backup plan requirements for individuals in the Medically Dependent Children Program (MDCP) who are authorized respite or flexible family support through the Consumer Directed Services (CDS) option.

The approved MDCP Medicaid Waiver requires all individuals receiving respite or flexible family support services through MDCP to develop a service backup plan (Case Manager MDCP Handbook Section 8420, Service Back-Up Plans). Per clarification to 40 Texas Administrative Code, Chapter 41, The Consumer Directed Services Option, effective September 1, 2014, the individual's case manager must request and ensure that the employer or Designated Representative (DR) develop a service backup plan, using DADS Form 1740 (§41.404, relating to Ensuring Development, Approval, and Review of Service Backup Plans.) For initial MDCP authorizations, as part of the service planning process, the MDCP case manager must approve the service backup plan by signing DADS Form 1740, before implementation by the CDS employer or designated representative (DR).

The MDCP case manager must review the service backup plan during monitoring and at the annual review to determine if the plan had to be implemented at any time and whether it was effective. If, after review, the case manager finds that the service backup plan was not effective, the case manager will request revision from the CDS employer or DR. All service backup plan revisions must also be approved and signed by the MDCP case manager.

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All individuals currently authorized respite or flexible family support using the CDS option in MDCP must have a service backup plan developed and approved by the MDCP case manager by March 1, 2015. The MDCP case manager must place a signed copy of the service backup plan in the individual's case file. If a service backup plan has not been received by March 1, 2015, the MDCP case manager must send notice by mail to the CDS employer, giving the CDS employer 30 more days to submit a service backup plan. If the MDCP case manager has still not received a service backup plan after 30 days, the MDCP case manager must request a corrective action plan from the CDS employer (Case Manager MDCP Handbook Section 8430, Corrective Action Plans).

Questions regarding this memo may be directed to [cds@dads.state.tx.us](mailto:cds@dads.state.tx.us) .