

Topic	Old	New	Texas Administrative Code (TAC) Reference	Handbook Reference
Service Planning				
Individual Service Plan (ISP) vs. Person-Directed Plan (PDP)	ISP was primary document that described service delivery. The ISP contained goals and objectives.	PDP describes desired outcomes for the individual.	9.153 (37)	Section 4000 , Person-Directed Plan
Development of Individual's Plan	Interdisciplinary team (IDT) developed the ISP.	Service planning team (SPT) develops the PDP.	9.158 (k) (3)	Section 4000
Development and Implementation of Individual's Plan	Case manager coordinated development and implementation of ISP.	Service coordinator coordinates development and implementation of PDP.	9.190 (e) (6)	Section 7000 , Implementation Plan
Service Planning	IDT was responsible for current ISP and Individual Plan of Care (IPC).	SPT is responsible for current PDP. Program provider is responsible for current Implementation Plan (IP). Both are responsible for current IPC.	9.190 (e) (8) 9.166 (a) (4) 9.174 (a)(13) 9.166 (e) 9.174 (a)(12) 9.190 (e)(10)	Section 4000 Section 7000 Section 6000 , Individual Plan of Care
Review of Legal Status	IDT reviewed legal status annually.	SPT reviews legal status.	9.190 (e) (17) (18)	Section 2000 , Service Coordination
Notification of Right to Transfer	IDT annually notified individual and legally authorized representative (LAR) of right to transfer to a new provider at any time.	Service coordinator notifies individual and LAR of right to transfer.	9.190 (e) (2)	N/A

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Temporary Discharge vs. Suspension of Services	Program provider entered temporary discharge into CARE . Program provider reviewed temporary discharges every 90 days.	Program provider enters temporary suspension of services into CARE and notifies service coordinator. Service coordinator reviews temporary suspension every 90 days.	9.174 (b) (1)	Section 9000 , Suspensions
Consumer Directed Services (CDS)	IDT informed individuals who lived in own homes or family homes of CDS option annually.	Service coordinator informs individuals who live in their own homes or family homes of CDS option annually.	9.168 (c)	Section 2000 Section 13000 , Consumer Directed Services
Service Delivery				
ISP Strategies vs. Implementation Plans	Program provider developed strategies for all ISP.	Program provider develops IP only for outcomes for which the program provider is responsible.	9.166 (a)	Section 7000
Transportation	The case manager was responsible for arranging transportation.	Program provider is responsible for transportation if it is included in service component provided by program provider.	9.174 (a)	Home and Community-based Services (HCS) Program Billing and Payment Guidelines
Day Activities	Program provider documented contraindications to participation in full- time day activities.	SPT documents contraindications to participation in full-time day activities.	9.190 (e) (27)	N/A
Behavior Support Plans (Implementation)	Program provider implemented behavior management techniques that involved rights restrictions or intrusive interventions with the approval of the IDT.	Program provider notifies the service coordinator of any behavior management techniques that involve rights restrictions or intrusive interventions prior to implementation.	9.178 (v) (3) (c)	N/A

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Behavior Support Plans (Review)	The IDT reviewed the plan annually.	Program provider reviews Behavior Support Plan annually and notifies service coordinator if continued. Service coordinator notifies the SPT.	9.178 (v) (4) (A) & (B) 9.190 (e) (11)	N/A
Changes in Service Delivery Sites for Individual	Program provider changed residential, educational or work settings as needed for individual.	Program provider notifies service coordinator if changes are needed in residential, educational or work settings.	9.174 (a) (10)	N/A
Direct Employee of Program Provider	Case manager was always directly employed by program provider.	Program provider designates at least one of the service components – Supported Home Living, Day Habilitation, Supported Employment, Respite, Supervised Living or Residential Support Services – is provided by direct employee of the program provider.	9.177 (o) (1)	N/A
Employment	Program provider was not obligated to employee or contract with staff based on individual's or LAR's choice.	The program provider is obligated to employ or contract with qualified staff chosen by the individual or LAR.	9.177 (b)	N/A
Rights: Explanation	Program provider explained rights as noted in TAC 9.173 (b) to individual and LAR.	Service coordinator explains rights to individual and LAR from the booklet Your Rights in an HCS Program.	9.190 (e) (2)	Section 16000 , Consumer Rights and Complaints
Rights: Promoting and Protecting	Program provider was responsible for promoting and protecting individual's rights.	Both program provider and service coordinator are responsible for promoting and protecting individual's rights.	9.173 (b) 9.190 (e) (1)	Section 16000

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Review of Health Status	IDT reviewed health status annually.	SPT reviews health status.	9.153 (37) 9.190 (E) (5) & (6)	Section 4000
On-Site Inspection	Program provider conducted on-site inspection of foster care and three-person and four-person homes. IDT reviewed and program provider completed follow up as required.	Program provider provides service coordinator with a copy of the on-site inspection. Program provider coordinates follow up for on-site inspection as required.	9.178 (c) (1) – (4)	N/A
Coordination and Integration				
Coordination of Service Delivery	Case manager coordinated delivery of IPC services.	Program provider coordinates delivery of HCS program services (except CDS). Service coordinator coordinates delivery of non-waiver services.	9.174 (a) (13) 9.190 (e) (7)	Section 7000 Section 2000
Case Manager vs. Service Coordination: Notification	Program provider notified individual and LAR of assigned case manager's name and contact information.	Mental retardation authority (MRA) notifies individual and LAR of assigned service coordinator's name and contact information.	9.190 (e) (26)	Section 2000
Integration of Services	Case manager integrated various aspects of service delivery.	Service coordinator and program provider integrate various aspects of service delivery.	9.174 (a)(25)	Section 2000
Service Monitoring and Record Keeping				
Monitoring of Services	Case manager monitored all waiver and non-waiver services.	Service coordinator monitors all services. Program provider monitors adherence to the IP.	9.174 (a) (13)	Section 2000 Section 7000

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Monitoring of Services	Program provider documented progress/lack of progress for all ISP goals and objectives.	Program provider documents progress/lack of progress on IP. Service coordinator documents progress/lack of progress on PDP outcomes.	9.174 (a) (14) 9.190 (e) (15)	Section 7000 Section 2000
Recording Progress/Lack of Progress	Case manager recorded progress/lack of progress towards outcomes.	Service coordinator records progress/lack of progress towards all PDP outcomes. Program provider records progress/lack of progress regarding IP.	9.190 (e) (15) 9.174 (a) (14)	Section 2000 Section 7000
Record Keeping	Case manager was responsible for record keeping.	Program provider keeps a record for each individual. Service coordinator keeps a record for each individual.	9.174 (a) (51) 9.190 (e) (5)	N/A
IPC and Mental Retardation/Related Condition (MR/RC)				
IPC Service Justifications	ISP contained justifications for each service on the IPC.	PDP justifies IPC waiver service components. IP justifies number of units for each service component (except CDS).	9.159 (c) 9.153 (23) (D)	Section 4000 Section 7000
IPC Renewal	Program provider renewed IPC.	Program provider notifies service coordinator that IPC is expiring. SPT and program provider renew IPC.	9.166 (a) (1) 9.166 (a) (3)	Section 6000
IPC Development	IPC was developed by provider, individual and LAR.	IPC is developed by SPT and provider.	9.166 (a) (3)	Section 6000

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IPC Authorization	IPC was authorized by DADS.	IPC is authorized by DADS. Service coordinator has the opportunity to agree or disagree.	9.166 (e) (2) 9.166 (e) (3)	Section 6000
MR/RC	MR/RC was submitted by program provider to DADS.	MR/RC is submitted to DADS by program provider. Program provider provides signed paper copy of MR/RC to service coordinator. Service coordinator has the opportunity to agree/disagree.	9.163 (b) (1) 9.163 (b) (3) 9.163 (c) (2)	Section 5000 , Level of Care and Level of Need
Non-Routine				
LAR Missing for Individual with Permanency Plan	Program provider notified DADS if family whereabouts were unknown for person with permanency plan.	Program provider notifies service coordinator if family whereabouts are unknown for person with permanency plan. Service coordinator notifies DADS.	9.174 (8) (D) 9.190 (e)	N/A
Transfers	Case manager or MRA assisted individual and LAR in choosing new provider. Transferring and receiving providers completed paperwork and CARE entries.	Service coordinator assists individual and LAR in finding a new provider, completes the paperwork with the help of the transferring and receiving providers, and submits the transfer information to DADS. MRA completes the CARE data entry.	9.190 (e) (24)	Section 8000 , Transfers and Mental Retardation Authority Reassignments

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Discharges vs. Termination of Services	Case manager developed pre-discharge plan. Program provider submitted discharge to DADS.	Program provider notifies service coordinator of potential termination of services. Service coordinator submits termination of services to DADS.	9.174 (a) (54) 9.190 (e) (22)	Section 10000 , Terminations
Abuse, Neglect and Exploitation	Program provider notified alleged victim and LAR of allegations of abuse, neglect and exploitation and actions taken.	Program provider notifies alleged victim, LAR and service coordinator of allegation and actions taken.	9.178 (k) (3)	Section 18000 , Investigations of Abuse, Neglect and Exploitation by the Department of Family and Protective Services (DFPS)
Abuse, Neglect and Exploitation	Program provider notified alleged victim and LAR of DFPS findings and corrective action taken.	Program provider notifies alleged victim, LAR and service coordinator of DFPS findings and corrective action taken.	9.178 (n) (1) (A)	Section 18000
Deaths	Program provider notified DADS of the death of an individual.	Program provider notifies the service coordinator and DADS of the death of an individual.	9.178 (w)	Section 14000 , Waiver Survey and Certification
Non-Programmatic Restraints	Program provider notified nurse, LAR or actively involved person and the case manager of a restraint used in a behavioral emergency.	Program provider notifies the LAR or actively involved person and service coordinator of a restraint used in a behavioral emergency.	9.179 (g) (4)	N/A

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Individual Under 22 Living Three- or Four-Person Home	When an individual under 22 moved into a three- or four-person home, the program provider notified the MRA, school district and Community Resource Coordination Group for Children (CRCG).	When an individual under 22 moves into a three- or four-person home, the program provider notifies the service coordinator. The service coordinator notifies CRCG and the school district. The MRA is responsible for completing all permanency planning activities. The service coordinator updates PDP as needed.	9.190 (e) (37)	N/A
Individual Living in Three- or Four-Person Home Requires Emergency Medical Care	Program provider sought necessary medical care and notified the LAR if applicable.	Program provider seeks necessary medical care for the individual and notifies the service coordinator. Service coordinator contacts the LAR if applicable and follows up as needed.	9.174 (a) (8) (C) 9.174 (a) (31) (D)	N/A
Individual Requires Emergency Respite (Already on IPC)	Program provider provided emergency respite, updated the ISP and IPC if necessary and, if applicable, notified the LAR.	Program provider provides emergency Respite. SPT updates the PDP if necessary. Program provider and SPT update the IPC if necessary.	9.174 (a) (43) & (44) 9.190 (e) (12)	N/A

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Individual Requires Emergency Service Which Is Not Currently on IPC	<p>Program provider provided services.</p> <p>Case manager notified IDT of need to update ISP and add services to IPC.</p>	<p>Program provider notifies service coordinator of emergency services provided or service coordinator notifies program provider of the need to provide emergency services.</p> <p>Program provider and SPT update the IPC.</p> <p>Service coordinator notifies SPT of changes to PDP and need for emergency services if necessary.</p> <p>Program provider updates or initiates IP to address changes in outcomes, as needed.</p>	<p>9.190 (e) (19)</p> <p>9.190 (e) (8)</p> <p>9.166 (a) (4)</p> <p>9.174 (a)(13)</p> <p>9.166 (e)</p> <p>9.190 (e)(10)</p> <p>9.174 (a)(12)</p>	<p>Section 6100, Individual Plan of Care Process for Renewals and Revisions</p>
Individual Moves to a New Residence	<p>As needed, program provider conducted on-site inspection of home, made changes if necessary, held IDT meeting to review inspection, updated IPC and ISP, and updated individual's current address and location code in CARE.</p>	<p>Program provider informs service coordinator, if unaware of the move. As needed, program provider conducts on-site inspection of home, updates individual's current address and location code in CARE, and updates IPC and IP.</p> <p>Service coordinator notifies program provider if unaware and, as needed, updates PDP and IPC, and completes Notification of MRA Reassignment if individual moves to a different MRA's area.</p>	<p>9.174 (a) (10),(47) & (50)</p> <p>9.178 (c)</p> <p>9.167</p>	<p>Section 8100, Process for Requesting a Program Transfer</p>