

**Reducing Administrative Requirements – Home and Community-based Services (HCS)  
Department of Aging and Disability Services**

<b>No.</b>	<b>Requirement</b>	<b>Description/Suggestion</b>	<b>Benefits</b>	<b>DADS Response</b>	<b>Status as of 02/06/2015</b>
1	Individual Plan of Care (IPC)	Submit all dental bills through the bill system with a requirement to maintain proof of payment in an individual's file, if the amount is less than previously approved in the Individual Plan of Care (IPC).	Reduced paperwork and elimination of a step in the submission process for dental bills.	<p>On September 3, 2013, HHSC and DADS executive management ordered the termination of the SSAS project.</p> <p>The incomplete release contained the service authorization component for the Home and Community-based Services (HCS) and other 1915(c) waiver programs. Much of the uncompleted SSAS functionality was ordered to be deferred to the reprocurement of the Medicaid Management Information System (MMIS). It is important to note some authorizations of services for IDD waiver programs will transition to manage care prior to 2021.</p>	<b>Complete</b>

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2	HCS Certification Standards	<p>Revise the standards to certify HCS contracts to enable viable providers to become or remain certified to provide HCS. Examples of revisions could include decertifying providers who served no individuals within a fiscal year, increasing minimum standards for new providers, verification of financial viability, and maintaining a portion of a provider's HCS contract in light of deficiencies or sanctions in some but not all localities.</p>	<p>Increase quality of providers by ensuring financial viability for certification of HCS contracts.</p>	<p>DADS repealed the outdated HCS contract rule in 40 TAC, Chapter 9, Subchapter Q. In addition, DADS updated and revised the Contracting for Community Services rule in 40 TAC, Chapter 49 and included updated HCS contract requirements into the new Chapter 49 Rule. This new contract rule was implemented on 9/1/14.</p>	<b>Complete</b>
3	Policy Change Letters	<p>Send policy change letters on a quarterly or monthly basis, unless the nature of the change letter is urgent.</p>	<p>Reducing the frequency of sending policy change letters would allow HCS providers and families more time to review letters without feeling overwhelmed with information.</p>	<p>DADS is developing a regular schedule for provider manual updates.</p>	<b>In Progress</b>

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4	Administrative Reduction Proposals	Approve only those administrative reduction proposals that continue or enhance the certification principles for the HCS program.	Use creative ideas to streamline or relieve unnecessary administrative burdens to complement the principles serving as the critical underpinning of HCS.	DADS agrees with the assessment and is working to streamline this process on an ongoing basis.	<b>In Progress</b>
5	Electronic Submission of Documentation	Allow submission by electronic scan or email into drop-box system in a computing cloud or virtual server.	Reduce time and costs cutting down on documentation processing and reduce risk of an individual's service plan expiring during period of document processing.	This will be accomplished with implementation of the DADS provider portal. Portal is scheduled to be released August 31, 2015.	<b>In Progress</b>
6	CARE System	Update the CARE system or find a better state database for providers to report to the state. Providers should not have to provide information already in CARE.	Reduce costs and time entering information into CARE.	The HCS/TxHmL migration from CARE failed to implement. The strategic direction for this item is unknown at this time.	<b>On Hold</b>