

**Transition Assistance Services
(TAS) and
Pre-Enrollment Minor Home
Modifications(MHM)**

**Home and Community-based
Services (HCS)**



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TAS

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Pre-Enrollment MHM

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Wrap-up/questions

Overview

- What is TAS?
- What is the TAS authorization procedure?
- What are the TAS service provider qualifications?
- What are pre-enrollment minor home modifications?
- What is the pre-enrollment MHM authorization procedure?
- How are TAS services and pre-enrollment MHM delivered?
- How are TAS and pre-enrollment MHM reimbursed?
- Where can additional information be found?

TAS & Pre-Enrollment MHM

Effective November 15, 2015, TAS, pre-enrollment MHM assessments, and pre-enrollment MHM will be available to applicants in the HCS program. To be eligible the applicant must:

- Be in the process of enrolling in HCS directly from a Nursing Facility (NF), Intermediate Care Facility for Individuals with an Intellectual Disability (ICF/IID), or a General Residential Operation (GRO)
- Have not previously received TAS
- Have not met the maximum service limit for MHM
- Anticipate needing TAS and/or pre-enrollment MHM

TAS--Services provided to assist an applicant in setting up a household in the community before enrolling in the HCS program

Maximum amounts:

- \$2,500 for Own Home/Family Home (OHFH)
- \$1,000 for Residential Support Services (RSS), Supervised Living (SL), or Host Home/Companion Care (HH/CC)

For an individual moving into OHFH, TAS may provide funding for:

- Security deposits required to lease housing, or to establish utility services for housing
- Essential furnishings for a home, including a table, a bed, chairs, window blinds, eating utensils, and food preparation items
- Expenses required to move personal items, including furniture and clothing, into a home
- Services to ensure the health and safety of the applicant in a home, including pest eradication, allergen control, or a one time cleaning before occupancy
- Essential supplies for a home, including toilet paper, towels, and bed linens

For an individual moving into RSS, SL, or HH/CC, TAS may provide funding for:

- Purchasing bedroom furniture
- Purchasing personal linens for the bedroom and bathroom
- Paying for allergen control

TAS Authorization Procedure

1. The service coordinator determines if the applicant meets the following criteria:
 - The individual is enrolling in HCS directly from a NF, an ICF/IID, or a GRO
 - The individual anticipates needing TAS
2. If the applicant meets the criteria for TAS, the service coordinator completes DADS Form 8604 and submits to DADS via fax or mail. This form outlines the TAS services or items the applicant needs, including an estimated cost of each item.

TAS Authorization Procedure

3. If DADS authorizes TAS, DADS sends Form 8604, with the authorization indicated on the form, back to the service coordinator.
4. The service coordinator then sends a copy of the authorized Form 8604 to the selected HCS program provider.
5. After receiving the DADS authorization, the HCS program provider ensures that TAS services or items are purchased in accordance with Form 8604.

Service Provider Qualifications

If TAS is provided by an employee of the HCS program provider, the employee must:

- Be at least 18 years of age
- Have a high school diploma or a certificate recognized by a state as the equivalent of a high school diploma
- Not be a relative of the HCS applicant
- Not be the legally authorized representative (LAR) of the HCS applicant
- Not live with the HCS applicant
- Be capable of providing TAS and complying with the documentation requirements described in 40 Texas Administrative Code (TAC) §9.174

Service Provider Qualifications

The HCS program provider may also opt to subcontract for TAS services with a person or entity that has a contract with DADS to provide TAS

Pre-Enrollment MHM



Definitions

Definition: Pre-enrollment MHM Assessment--An assessment performed by a licensed professional, as required by the HCS Program Billing Guidelines, to determine the need for pre-enrollment MHM

Definitions

Definition: Pre-enrollment MHM--Minor Home Modification, as described in the HCS Program Billing Guidelines, completed before an applicant is discharged from a NF, ICF/IID, or a GRO and before the effective date of the applicant's enrollment in the HCS program.

Pre-Enrollment MHM Authorization Procedure

The service coordinator must determine whether an applicant meets the following criteria:

- The applicant is being enrolled in HCS directly from a NF, ICF/IID, or GRO
- The applicant has not met the maximum lifetime limit for MHM
- The applicant anticipates needing pre-enrollment MHM

Pre-Enrollment MHM Authorization Procedure

To determine that an applicant has not met the maximum lifetime limit for MHM:

- CARE Screen 397-to check previous enrollment
- CARE screen C72-to check MHM usage

Pre-Enrollment MHM Authorization Procedure

1. If the applicant meets the criteria for a pre-enrollment MHM and the need for the MHM is both identified by the service planning team and included on the person-directed plan, the program provider arranges for a pre-enrollment MHM assessment.

Pre-Enrollment MHM Authorization Procedure

2. The program provider estimates the pre-enrollment MHM costs, through a bid process, in accordance with the individual's needs based on the pre-enrollment MHM assessment and in accordance with the HCS Program Billing Guidelines, Section 6200-Minor Home Modifications.

Pre-Enrollment MHM Authorization Procedure

3. The program provider sends the bid information to the service coordinator who completes DADS Form 8611, specifying the pre-enrollment MHM the applicant needs, the pre-enrollment MHM assessment conducted, the estimated cost of the pre-enrollment MHM, and the cost of the pre-enrollment MHM assessment.

Pre-Enrollment MHM Authorization Procedure

4. The service coordinator sends a copy of Form 8611, along with required supporting documentation received from the program provider, via fax or mail, to DADS Program Enrollment/Utilization Review (PE/UR).

Pre-Enrollment MHM Authorization Procedure

5. If DADS authorizes the pre-enrollment MHM, DADS sends Form 8611, with the authorization indicated, back to the service coordinator.

Pre-Enrollment MHM Authorization Procedure

6. The service coordinator sends a copy of Form 8611 to the HCS provider and adds the cost of TAS, the TAS service fee (TASR), the pre-enrollment MHM assessment (PMHMA), the pre-enrollment MHM (PMHM), and the pre-enrollment MHM requisition fee (PMHMR) to the applicant's proposed initial Individual Plan of Care (IPC).

Service Delivery of TAS and Pre-Enrollment MHM

After the HCS program provider receives authorization for TAS and/or pre-enrollment MHM, the program provider must ensure that these services are delivered at least two days prior to the date of the applicant's discharge from the NF, ICF/IID or GRO, unless the delay in completion is beyond the control of the program provider.

Service Delivery of TAS and Pre-Enrollment MHM

Within one business day after TAS and pre-enrollment MHM have been delivered, the program provider must notify the service coordinator and the applicant and/or LAR that the services have been delivered.

Reimbursement for TAS and Pre-Enrollment MHM

Any item, service, or home modification purchased without prior written authorization from DADS **will not** be reimbursed.

Reimbursement for TAS and Pre-Enrollment MHM

The recorded service delivery date for TAS, pre-enrollment MHM, and pre-enrollment MHM assessments will be the same as the enrollment date on the IPC.

HCS program providers will be able to enter claims for TAS, TAS service fee, pre-enrollment MHM assessment, pre-enrollment MHM, and pre-enrollment MHM requisition fee after DADS authorizes the applicant's initial IPC.

Reimbursement for TAS and Pre-Enrollment MHM

For MHM, HCS program providers must follow the billing claim procedure in the HCS Program Billing Guidelines, Section 6200.

Reimbursement for TAS and Pre-Enrollment MHM

If an individual does not enroll with an HCS program that has delivered TAS, pre-enrollment MHM or pre-enrollment MHM assessment within 30 days after the planned enrollment effective date, the HCS program provider may complete Form 8612 and submit to DADS to request reimbursement for the services provided. The provider will submit this form to DADS in accordance with the form's instructions.

Pre-Enrollment MHM

If an individual completes enrollment with an HCS program provider after a pre-enrollment MHM is completed by that provider, the cost of the pre-enrollment MHM is included in the individual's lifetime MHM maximum of \$7,500.

If an applicant **does not** complete enrollment with an HCS program provider after a pre-enrollment MHM is completed by that provider, the cost of the pre-enrollment MHM is **not** included in the applicant's lifetime MHM maximum of \$7,500.

Forms

- Form 8604- Transition Assistance Services Assessment and Authorization
- Form 8611- HCS Program Pre-Enrollment MHM Authorization Request
- Form 8612- HCS Program TAS/MHM Payment Exception Request

<http://www.dads.state.tx.us/forms/>

Forms

New service codes added to Form 3608-IPC

- TAS Transition assistance services
- TASR TAS service fee
- PMHM Pre-enrollment minor home modification
- PMHMA Pre-enrollment MHM assessment
- PMHMR Pre-enrollment MHM requisition fee

Information Letter 15-68

Information Letter 15-68 is posted on DADS HCS provider Resources page and describes TAS, Pre-enrollment MHM and Pre-enrollment MHM Assessment.

<http://www.dads.state.tx.us/providers/communications/2015/letters/IL2015-68.pdf>

DADS PE/UR Fax and Mail Submission

FAX: 512-438-4249

MAIL: DADS Program
Enrollment/Utilization Review
Mail Code (MC) W-551
P.O. Box 149030
Austin, TX 78714

Questions???

For additional procedural questions call:

DADS PE/UR (HCS, TxHmL, ICF/IID) Message Line

512-438-5055

PLEASE ALLOW TWO BUSINESS DAYS FOR RESPONSE

For additional policy questions contact:

DADS CPI HCS Mailbox

hcs@dads.state.tx.us