



COMMISSIONER  
Chris Traylor

January 12, 2011

To: Day Activity and Health Services Providers

Subject: Community Services Information Letter No. 11-03  
Clarification of Time Frames for Day Activity and Health Services Facility-Initiated Referrals

The purpose of this information letter is to (1) remind Day Activity and Health Services (DAHS) providers of applicant eligibility requirements and (2) clarify the time frames and procedures for facility-initiated referrals initiated by DAHS facility staff.

DAHS eligibility requirements for applicants and individuals are specified in [40 Texas Administrative Code \(TAC\) §48.2915, Day Activity and Health Services](#), and [40 TAC §98.201, Eligibility Requirements for Participation](#).

The time frames and procedures for facility-initiated referrals are specified in [40 Texas Administrative Code §98.204, DAHS Facility-Initiated Referrals](#), and are clarified in this information letter.

The DAHS facility must have verbal or written physicians' orders for facility-initiated referrals and must contact the Department of Aging and Disability Services (DADS) to request services for the applicant. The facility must follow up within seven calendar days of the initial referral by sending [Form 2067, Case Information](#), to the DADS case manager.

The facility must submit a full prior approval packet to the DADS regional nurse by submitting:

- [Form 2110, Community Care Intake](#);
  - [Form 2101, Authorization for Community Care Services](#);
  - [Form 3050, Day Activity and Health Services Health Assessment/Individual Service Plan](#);
- and
- [Form 3055, Physician's Orders \(DAHS\)](#).

The facility must submit the prior approval packet within **30 calendar days** after the date of the initial physician's orders. If the facility has not received Forms 2101 and 2110 from the DADS case manager, the prior approval packet may be submitted within 25 calendar days of the physician's orders without those specific forms.

### **Timely Packet**

If the prior approval packet is submitted within 30 calendar days of the initial physician's orders and the applicant meets all eligibility requirements, DADS will authorize services beginning on the date of the physician's orders.

### **Untimely Packet**

If the prior approval packet is **not** received within 30 calendar days of the initial physician's orders, but is received before the DADS case manager completes the application process, and the applicant meets all eligibility requirements, DADS will authorize services using the earliest of the following dates on the prior approval packet that was sent to the regional nurse:

- postage meter date (if not cancelled by the U.S. Post Office),
- U.S. Post Office date, or
- DADS stamp-in date.

DADS authorizes services from that date forward and the facility is not reimbursed for any services delivered prior to the authorization date.

### **Packet with Critical Omissions**

If there are critical omissions, the facility will have 14 calendar days from the date on the [Form 3070, Day Activity and Health Services Notification of Critical Omissions](#), to submit the corrections to the DADS regional nurse. If the facility fails to meet this time frame, the approval date can be no earlier than the postmark or DADS stamp-in date on the corrected documentation.

### **Packet not Received after the 30 Day Time Frame**

If the initial prior approval packet or the critical omissions corrections has **not** been received by DADS within the time frame, DADS will deny the application. DADS will not reimburse the facility for the services delivered. The applicant may reapply for services and the facility must submit new physician's orders and complete a new assessment.

If you have questions regarding this information letter, please contact the Community Services Policy line at (512) 438-3015.

Sincerely,

*[signature on file]*

Teresa Richard  
Director  
Center for Policy and Innovation

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