



COMMISSIONER
Chris Traylor

January 31, 2011

To: Texas Home Living Providers, Home and Community-based Services Providers, MR Authorities, and Consumer Directed Services Agencies

Subject: Information Letter No. IL 11-10
Change in Procedure for Enrollment, Transfer, and Termination of Services Approval and Denial Notification Letters in the Texas Home Living and Home and Community-based Services programs

The purpose of this letter is to inform Texas Home Living (TxHmL) providers, Home and Community-based Services (HCS) providers, MR Authorities (MRAs), and Consumer Directed Services Agencies (CDSAs) of a change in procedure being made by the Program Enrollment (PE) unit, MR Authority's section, Access and Intake, Department of Aging and Disability Services (DADS).

Effective immediately, DADS will no longer notify the provider, MRA, or CDSA of the approval or denial of an individual's enrollment, transfer, or termination of services by mail, facsimile, or email. Notification will continue to be mailed to the individual's address listed in the Client Assignment and REgistration (CARE) system. To view an individual's current status, a provider, MRA, or CDSA may log into the CARE system and access CARE screen C67: CONSUMER ROSTER: INQUIRY.

CARE system user guides provide a list of inquiry screens and are available online through a secure connection at: <http://www2.mhmr.state.tx.us/655/cis/training/WAIVER.html>.

Questions about this change may be directed to Patricia Moore, PE Unit Manager at (512) 438-5163 or patricia.moore4@dads.state.tx.us.

Sincerely,

[signature on file]

David Rollins
Section Director
MR Authorities

[signature on file]

William Campbell
Section Director
Community Services Contracts

cc: Susanne Elrod, Texas Council of Community Mental Health Mental Retardation Centers
Carole Smith, Private Provider Association of Texas
Doug Svien, Provider Alliance of Community Services