



COMMISSIONER
Chris Traylor

December 27, 2011

To: Intermediate Care Facilities for Persons with Intellectual Disabilities

Subject: Information Letter No. 11-148
Provider Characteristics Using Client Assignment and Registration Screen 683

The purpose of this letter is to remind providers of (1) their responsibility to maintain current and accurate information in *ICF/MR Provider Characteristics* using Client Assignment and Registration (CARE) Screen 683 and (2) the instructions for entering this information into CARE.

Information entered by the provider is reflected in the Department of Aging and Disability Services (DADS) "Search for an ICF/MR" website. This website was created in response to legislation and is designed to assist individuals and their families, other providers, Local Authorities, and other interested persons to locate appropriate and available services in an Intermediate Care Facility for Persons with Intellectual Disabilities (ICF/ID).

Information posted on the "Search for an ICF/MR" website includes, for each ICF/ID, the number of vacant beds, age ranges and genders of individuals served, types of facility staff training, wheelchair accessibility, staff to resident ratios, and medication administration options. The site may be viewed at: <http://www.dads.state.tx.us/providers/ICFMR/search/index.cfm>.

The Provider Agreement requires:

- In Section II.C., a provider must notify DADS of any changes to the information contained in the application for participation in the Medicaid program, including changes in admission criteria.
- In Section II. F., a provider must submit claims for payment that are true, accurate, and complete and can be verified by source documents from which data entry is made by the provider. This includes ensuring that discharges are entered into CARE in a timely manner.
- In Section II.C, a provider ensures facility information is current.

Providers must access CARE screen 683 through CARE/WebCare. The CARE User Guide includes instructions for updating information. An example of CARE Screen 683 is available at: <http://www2.mhmr.state.tx.us/655/cis/training/files/forms/prov.pdf>.

Important:

- **The number of vacant beds is calculated automatically based on bed capacity minus current census.**
- **The vacancy adjustment section of CARE Screen 683 controls the number of beds that are excluded from the vacancy count.**

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- **If a provider opts to not reserve vacant beds, no information should be entered in this section.**
- **The bed will remain in the reserved status until the provider changes its status in the CARE screen.**

The website serves as a useful tool to individuals, their families and others seeking ICF/ID services, but only if it includes current information. Providers are encouraged to check the "Search for an ICF/MR" website at least every six months to ensure their facility information is accurate and up-to-date.

If you have questions or need additional information, please email us at:
icfmr.questions@dads.state.tx.us.

Sincerely,

[Signature on file]

Veronda L. Durden
Assistant Commissioner
Regulatory Services

Sincerely,

[Signature on file]

Teresa Richard
Director
Center for Policy and Innovation

Sincerely,

[Signature on file]

Gary Jessee
Assistant Commissioner
Access and Intake