



COMMISSIONER  
Chris Traylor

June 10, 2011

To: Home and Community-Based Services Provider  
Intermediate Care Facility for Persons with Mental Retardation Provider

Subject: Information Letter No. 11-74  
Change in Required Documentation for Renewals of Level of Need Increases

The purpose of this letter is to notify you of a change in the requirements for submission of documentation when requesting to renew a previously authorized Level of Need (LON) increase due to the individual's need for behavior intervention or if the individual participates in the Intermediate Care Facility for Persons with Mental Retardation (ICF/MR) Program and needs licensed nursing intervention for more than 181 minutes per week. Currently, a provider is required to submit a packet of documentation to accompany a request to renew an individual's previously authorized LON increase.

Effective June 20, 2011, this letter will replace the requirements of Information Letter No. 07-80; Change in Required Documentation for LON Increase for a request to renew an individual's previously authorized LON increase. As of June 20, 2011, the Department of Aging and Disability Services (DADS) will not require the program providers to submit a packet of documentation to accompany a request to renew a previously authorized LON increase. The provider will still be required to submit the request to renew a LON increase through the electronic submission of the Mental Retardation/Related Condition (MR/RC) Assessment. The provider will also continue to be required to maintain the complete documentation and justification for the LON increase in the individual's record. These records are subject to review during any onsite review conducted by Program Enrollment (PE) staff.

The PE staff will begin conducting onsite LON and Individual Plan of Care reviews starting in State Fiscal Year 2011. PE staff will notify providers selected for an onsite review approximately 1-5 days prior to the scheduled review.

The LON Review/Increase Cover Sheet found at <http://www.dads.state.tx.us/forms/8603/> has been revised to reflect the proposed change. Providers should begin to use this revised form when submitting a packet of documentation for an initial request for a LON increase. Information on the DADS website ([http://www.dads.state.tx.us/providers/guidelines/lon\\_1.html](http://www.dads.state.tx.us/providers/guidelines/lon_1.html)) specifies the documentation that must accompany an initial request for a LON increase. The information regarding a request to renew a previously approved LON increase will be removed from the DADS website since it will not longer be applicable.

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If you have any questions about this letter or need additional information, please contact Geneve Monreal, Access and Intake, Program Enrollment, MR Authorities Section by phone at (512) 438-5003 or by e-mail at [geneve.monreal@dads.state.tx.us](mailto:geneve.monreal@dads.state.tx.us), or by leaving a message on the PE general phone message line at (512) 438-5055.

Sincerely,

*[signature on file]*

William Campbell  
Section Director  
Community Services Contracts

*[signature on file]*

Carol Ahmed,  
Director of Survey Operations  
Regulatory Services

*[signature on file]*

David Rollins  
Section Director  
MR Authorities

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