



COMMISSIONER
Chris Traylor

September 8, 2011

To: Adult Day Care Facilities, Assisted Living Facilities, Home and Community Support Services Agencies, Intermediate Care Facilities for Persons with Mental Retardation or Related Conditions and Nursing Facilities

Subject: **Provider Letter 11-19** – Department of Aging and Disability Services (DADS) State Office Closure Due to Inclement Weather or an Emergency Situation and a Requirement to Submit a Written Report to DADS within a Specified Time Frame

DADS is issuing this letter to provide guidance to providers regarding DADS state office closure due to inclement weather conditions or an emergency situation and a requirement for a provider to submit a **written report** to DADS within a specified time frame (e.g., investigation reports, death reports, occupancy reports).

The Centers for Medicare and Medicaid Services and DADS do not consider state office closure due to inclement weather or an emergency situation to be a state or federal holiday. Any report or other document that is required by the Texas Administrative Code or the Code of Federal Regulations to be sent to DADS state office must be submitted within the specified time frame regardless of state office closure due to inclement weather conditions or an emergency situation.

If you have questions regarding this letter, please contact a policy specialist in the Policy, Rules and Curriculum Development unit at (512) 438-3161.

Sincerely,

[signature on file]

Veronda L. Durden
Assistant Commissioner
Regulatory Services

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