



COMMISSIONER
Chris Traylor

July 14, 2011

To: All Home and Community Support Services Agencies (HCSSAs)

Subject: **Provider Letter 11-28** – Adding a Category of Service to a HCSSA License

The purpose of this letter is to provide guidance on adding a category of service to a HCSSA license.

Texas Administrative Code (TAC), Title 40, Part 1, Chapter 97, §97.219 (relating to Procedures for Adding or Deleting a Category to the License), requires a HCSSA to provide written notification to DADS at least 30 days prior to adding or deleting a category of service to its license. DADS approves or denies the addition of a category within 30 days after receipt of the written notification. HCSSA must not provide the services under the category the HCSSA is adding until the HCSSA receives written notice of approval from DADS.

The procedures for adding or deleting a category of service to a license are as follows:

1. Make changes on [DADS Form 2021, Home and Community Support Services Agency License Application](#), pages 1, 2, 14 and 15.
2. Place an **X** on page 1, number 1, of the application next to "Update: Type of Update" and write in "Addition of category of service" or "Deletion of category of service" and indicate which categories of service are being added or deleted as well as the effective date. Include the HCSSA's license number in the appropriate box.
3. On page 1, complete
 - o number 3 (Name of Owner, Address and Tax ID Number),
 - o number 4 (Name the Agency will be Doing Business As), and
 - o number 5 (Address).
4. On page 2, complete number 9 (Category of Service); indicate which categories of services are being added or deleted.

In accordance with 40 TAC §97.293 (relating to Client List and Services), a HCSSA with multiple categories on its license is required to maintain a current list of clients for each category of service licensed. The list must include all services being delivered by the HCSSA and services being delivered under contract. The client list must include the client's name, identification or clinical record number, start of care date or admission date, certification period (if applicable), diagnosis(es) or functional assessment (as appropriate), and the disciplines that are providing services.

In addition to complying with Subchapter C in Chapter 97 (relating to Minimum Standards for All Home and Community Support Services Agencies), a HCSSA must adopt and enforce policies specific to the category of services provided. For example, a HCSSA with the category of Personal Assistance Services is required to comply with Subchapter C and 40 TAC §97.404 (relating to the Standards Specific to Agencies Licensed to Provide Personal Assistance Services).

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HCSSAs must ensure coordination of care across categories in accordance with 40 TAC §97.288 (relating to Coordination of Services). HCSSA must adopt and enforce a written policy that requires effective coordination of care with all service providers involved in the care of a client, including physicians, contracted health care professionals, and other agencies. The HCSSA must document the steps taken to meet coordination of care in the client record.

In accordance with 40 TAC §97.301 (relating to Client Records), a HCSSA must establish a record for each client and must maintain the record, including health assessments and pertinent medical history. HCSSAs can keep a single file or separate files for each category of service provided to the client and the client's family. Hospice services provided to a client's family must be documented in the clinical record.

To access more information concerning adding or deleting information or a category to your license, use the following web link:

http://www.dads.state.tx.us/providers/HCSSA/report_changes.html.

If you have questions regarding the content of this letter, please contact a HCSSA 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

VLD:dIm