



COMMISSIONER  
Chris Traylor

May 1, 2012

To: All Contracted Nursing Facility Providers

Subject: Information Letter No. 12-36  
(Replaces Information Letter No. 11-88)  
Use of Form 3618 when an individual residing in a nursing facility elects hospice

The purpose of this letter is to inform contracted nursing facility providers that effective May 15, 2012, it will be necessary to submit Form 3618 – Resident Transaction Notice, when an individual residing in a nursing facility elects hospice and continues to reside in the nursing facility.

The Texas Department of Aging and Disability Services (DADS) Information Letter 11-88, dated July 27, 2011, instructed contracted nursing facility providers to no longer submit Form 3618 when an individual residing in a nursing facility elects hospice and chooses to remain in the facility.

DADS is rescinding Information Letter 11-88. Nursing facility providers must submit Form 3618 to indicate the individual residing in the nursing facility is opting out of the nursing facility program and entering the Medicaid hospice program. In order to avoid gaps in Level of Service records, the discharge should be completed with "Return anticipated" indicated in the Discharge Type field.

If you have any questions regarding this letter, please contact the Department of Aging and Disability Services by e-mail at: [NF.Policy@dads.state.tx.us](mailto:NF.Policy@dads.state.tx.us).

Sincerely,

*[signature on file]*

Teresa Richard  
Director  
Center for Policy and Innovation