



COMMISSIONER
Chris Traylor

May 22, 2012

To: Nursing Facility Administrators, Social Workers, and Rehabilitation Therapy Staff
Subject: Information Letter No. 12-55
Re: Additional Required Signature to Forms Requesting Adaptive Equipment – Nursing Facility Administrator

The Department of Aging and Disability Services (DADS) has identified a need to include a requirement for the Nursing Facility Administrator's signature and date on the following forms:

- Form 1017, Specialized Services Durable Medical Equipment (DME) Authorization,
- Form 1018 Specialized Services Customized Manual Wheelchair Authorization,
- Form 3706 Nursing Facility Customized Power Wheelchair Authorization, and
- Form 8730, Nursing Facility Augmentative Communication Device Authorization

Effective immediately, changes are being implemented to ensure nursing facilities are aware of each request for DME adaptive equipment identified above. DADS has been contacted by facilities who have received a bill for DME provided to a resident and there were questions as to who requested the item. Requiring a signature will ensure the facility's therapy department (or third party therapists contracted to facilities) and the administrator are aware of these requests prior to submission for approval and payment.

Please note the addition of this signature is in Section G of forms 3706 and 8730 and Section F of forms 1017 and 1018. Instructions for completion of these forms have also been revised to reflect this requirement.

It is the responsibility of the nursing facility to complete the forms for equipment. This responsibility cannot be delegated to a DME supplier. DADS will ONLY accept and process submissions that are initiated and submitted by the nursing facility. A fax transmission sheet for specialized services has been added to the appropriate forms to facilitate and expedite review and approval of requests.

DADS will NOT accept submissions faxed from a DME supplier. The DME supplier is only responsible for completion of Section C on the forms 1017 and 1018 and Section D of forms 3706 and 8730.

If you have any questions about processing a request for adaptive equipment or the changes to these forms, please contact Heather Cook, PASRR Policy Analyst, by phone at (512) 438-5233 or by email at Heather.Cook@dads.state.tx.us.

Sincerely,

[signature on file]

Geri Willems
Manager
MERP/PASRR