



COMMISSIONER
Jon Weizenbaum

February 26, 2013

To: Intermediate Care Facility/Facilities for Individuals with an Intellectual Disability or Related Conditions
Home and Community-based Service Providers
Texas Home Living Providers
Local Authorities

Subject: Information Letter 13-12
Single Service Authorization System Implementation

The purpose of this letter is to inform providers of information related to the implementation of the Single Service Authorization System (SSAS) Project on March 25, 2013.

The SSAS Project will migrate the service authorization and claims payment functionality associated with the move of Intellectual Disability/Related Conditions (ID/RC) Assessments, Individual Plans of Care (IPC), and client movement for Intermediate Care Facility/Facilities for Individuals with an Intellectual Disability or Related Conditions (ICF/IID), Home and Community-based Services (HCS), and Texas Home Living (TxHmL) from the Intellectual Disability (ID) Client Assignment Registration System (CARE) to the Texas Medicaid & Healthcare Partnership (TMHP) Long Term Care (LTC) Online Portal.

The SSAS Project will be implemented in two releases:

- March 25, 2013 – ICF/IID functionality, and
- August 31, 2013 – HCS and TxHmL functionality.

Discontinuance of Dial-Up Connection Functionality

With the implementation of the SSAS on March 25, 2013, ICF/IID Providers and Local Authorities (LAs) will no longer be able to connect through a standard dial-up network. A high-speed internet connection must be used to connect to the TMHP Network. While HCS and TxHmL providers have until August 31, 2013, before this takes effect, providers are encouraged to transition as soon as possible, but before August 31, 2013.

Providers and LAs should contact the TMHP Electronic Data Interchange Help Desk at 1-888-863-3638 for assistance with setting up an internet connection for electronic submissions.

Preparing for the transition to the TMHP LTC Online Portal

In preparation for the transition, entry of ID/RC assessments and individual movements in the ID CARE System will be discontinued effective Friday, March 15, 2013. Additionally, the last run of weekly ICF/IID Reports in ID CARE will process on March 15, 2013.

Effective March 25, 2013, ICF/IID client assessments and client movements must be entered on the TMHP LTC Online Portal.

To ensure there are no delays in payments, Providers and/or LAs should:

- Insure the entry of all client movement data is up to date especially admissions and returns from absences,
- Be certain ID/RC assessments (PC 2 and PC 3) expiring March 15, 2013, through March 24, 2013, and new Preadmission assessments (PC 2) are entered into ID CARE by March 14, 2013, and
- Enter Annual renewal ID/RC assessments with changes in Level of Need (LON) or changes in LON (PC 4) into ID CARE no later than March 8, 2013.

Assessments and individual movements not entered in the ID CARE prior to March 15, 2013, cannot be entered through the TMHP LTC Online Portal until March 25, 2013.

State Supported Living Centers will continue to enter individual movements through the Client Record System.

CARE Availability

With the March 25, 2013, implementation, the following ID CARE and WebCARE provider screens will be discontinued on March 15, 2013.

Client Movement

336: State Operated Movements

337: Non-State Operated Movements

ID/RC Assessment

1123: ICF/ID ID/RC Assessment Entry

1165: ID/RC Level Of Care Expiration Inquiry

1166: ID/RC Level Of Care Expiration Inquiry

1168: ICF/ID ID/RC Assessment Summary Inquiry-Web

1182: ICF ID/RC Pending Assessment Inquiry

1183: ICF/MR ID/RC Assessment Inquiry

L29: Local Authority ICF/ID Assessment Entry

Provider/Contract Screens

569: ICF/ID Provider Information Inquiry

570: ICF/ID Contract Information Inquiry

571: ICF/ID Provider/Contract List Inquiry

1180: ICF Provider List Inquiry

Miscellaneous Screens

1161: Daily Census Report

1187: MRA Contact Information

1163: Clients Service Authorization/Client Assessments Changed During Period

1164: Computed Service Authorization/Client Assessments/Medicaid Eligibility By ID

The following data entry and inquiry functions will not be migrated to the TMHP LTC Online Portal at this time, and will continue to be available in ID CARE:

- Critical Incident Reporting
- RN / LVN Calls
- Quality Assurance Fees
- ICF/ID Provider Characteristics
- ICF/ID Provider Email Address Maintenance
- ICF/ID 24-Hour Contact
- ICF/ID Living Options
- Permanency Planning
- Rate Enhancement

Providers can send questions regarding this information letter to Maria.Garcia.Montoya@dads.state.tx.us or (512) 438-2129.

Sincerely,

[signature on file]

James Jenkins
Chief Financial Officer

JJ: mgm