



COMMISSIONER  
Jon Weizenbaum

April 25, 2013

To: Deaf Blind with Multiple Disabilities Providers

Subject: Information Letter 13-22  
DBMD Service Backup Plan Policy

The purpose of this information letter is to inform Deaf Blind with Multiple Disabilities (DBMD) providers of new service backup plan requirements effective May 1, 2013.

The Centers for Medicare & Medicaid Services (CMS) requires backup plans for individuals receiving waiver services to address emergencies, including the failure of staff to appear when scheduled that presents a risk to the individual's health and welfare.

If a DBMD provider determines an individual requires a backup plan for residential habilitation or nursing services (beyond a nursing assessment or post hospitalization), the provider must reflect that on Form 6500, Individual Plan of Care, and document the determination in the Individual Program Plan (IPP).

DBMD providers must use Form 3628, Provider Agency Model Service Backup Plan, to develop a service backup plan and submit the completed form to the Department of Aging and Disability Services (DADS) with enrollments, renewals, and plan revisions requiring a change to the backup plan. Form 3628 is available under the forms section of the DBMD Program Manual.

DBMD providers must review the backup plan(s) during quarterly reviews and document in the IPP whether the backup plan was implemented. If the backup plan was implemented, the documentation must indicate whether the plan was effective and if applicable, action taken to enhance the plan.

During contract monitoring reviews, DADS contract staff will assess if the backup plan was:

- reviewed during the IPP Quarterly review;
- implemented as outlined on form 3628; and
- revised as necessary to address any problems or concerns.

If there are any questions regarding the information contained in this letter, please contact the DBMD program specialist at [dbmd@dads.state.tx.us](mailto:dbmd@dads.state.tx.us).

Sincerely,

*[signature on file]*

Lynn W. Blackmore  
Director  
Center for Policy and Innovation