



COMMISSIONER
Jon Weizenbaum

August 30, 2013

To: Home and Community-based Services Providers
Local Authorities

Subject: Information Letter No. 13-56
Changes Related to Service Planning

The purpose of this Information Letter is to inform Home and Community-based Services (HCS) program providers and local authorities (LAs) of changes the Department of Aging and Disability Services (DADS) has made to related to service planning. These changes are reflected in the amended sections of the HCS Handbook: Section 4000 (Person Directed Planning Process) and Section 7000 (Implementation Plan and Backup Plan).

Additionally, the Department of Aging and Disability Services (DADS) amended:

- Form 8665 - ID Home and Community-based Services Individual Data;
- Form 8665 - HCS Person-Directed Plan ;
- Form 2125 - Home and Community-based Services Implementation Plan; and
- The Discovery Tool (now labeled as Appendix IV to the handbook).

Lastly, DADS created a new document, the Discovery Guide which is attached to the handbook as new Appendix III.

The amended Sections 4000 and 7000, the amended forms and Discovery Tool, and new Discovery Guide may be found on the HCS provider page on DADS website at <http://www.dads.state.tx.us> and at <http://www.dads.state.tx.us/providers/HCS/serviceplanning.html> which includes additional information and resources related to the changes to the HCS Handbook.

All LAs and HCS program providers must begin implementation of the changes no later than September 3, 2013, (including use of the revised forms) at the time of each individual's annual Individual Plan of Care renewal with all IPCs being renewed no later than August 31, 2014.

If there are any questions regarding the information contained in this letter, please contact the HCS program specialist at hcs@dads.state.tx.us.

Sincerely,

[Signature on file]

Lynn W. Blackmore
Director
Center for Policy and Innovation