



COMMISSIONER
Jon Weizenbaum

July 1, 2014

To: Home and Community-based Services Program Providers
Texas Home Living Program Providers
Local Authorities

Subject: Information Letter 14-36
New Requirement to Submit a Purpose Code 2 Intellectual Disability/Related
Condition Assessment for Every Individual in the Pre-enrollment Process

The purpose of this information letter (IL) is to inform Home and Community-based Services (HCS) and Texas Home Living (TxHmL) program providers and local authorities (LAs) of a new requirement to submit a **purpose code (PC) 2** Intellectual Disability/Related Condition Assessment (ID/RC) form for every individual **pending enrollment** into the HCS or TxHmL Programs.

Currently, if an individual who is enrolled in an Intermediate Care Facility (ICF) for Individuals with an Intellectual Disability (ICF/IID) accepts an enrollment offer for the HCS or TxHmL program and has a PC 3 ID/RC for the ICF/IID program authorized by the Department of Aging and Disability Services (DADS), the LA is not required to submit a PC 2 ID/RC for the individual's HCS or TxHmL enrollment. An eligible individual has been allowed to enroll into HCS or TxHmL with the existing PC 3 ID/RC. However, **effective August 1, 2014**, an LA must enter a PC 2 ID/RC for every HCS or TxHmL applicant.

The reason for this change is to ensure an individual's successful transition from the ICF/IID Program into the HCS or TxHmL program and avoid the possibility of an individual's ID/RC expiring shortly after the individual's HCS or TxHmL enrollment and before the individual's HCS or TxHmL program provider has had an opportunity to fully assess the individual's needs prior to the individual's ID/RC renewal date.

This means a PC 3 ID/RC must not be used to enroll an individual into HCS or TxHmL. The Client Assignment and REgistration (CARE) system is being modified to require a PC 2 ID/RC for every HCS or TxHmL enrollment.

Program authorization is requested by the LA using CARE screen L23 for ID/RC submission to DADS. The LA must enter a "2" in the purpose code field in this screen to enter the PC 2 ID/RC. CARE user guides to describe the data entry process are available online at:
<http://www2.mhmr.state.tx.us/655/cis/training/WAIVER.html>.

Please send questions related to this IL to the HCS mailbox at hcs@dads.state.tx.us or the TxHmL mailbox at txhml@dads.state.tx.us.

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Sincerely,

[signature on file]

Elisa J. Garza
Assistant Commissioner
Access and Intake

[signature on file]

Donna Jessee
Director
Center for Policy and Innovation