



COMMISSIONER  
Jon Weizenbaum

September 3, 2014

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

Subject: Information Letter 14-54  
Program Providers and Local Authorities No Longer Need to Request  
Backdating of an Overdue Renewal Individual Plan of Care

The purpose of this letter is to inform Home and Community-based Services (HCS) and Texas Home Living (TxHmL) program providers, Local Authorities (LAs), and Financial Management Services Agencies (FMSAs) that the Department of Aging and Disability Services (DADS) is implementing a functional change in the Client Assignment and REgistration (CARE) system. With this change, a program provider or LA no longer need to submit a request to backdate a renewal Individual Plan of Care (IPC) to DADS when data entering an overdue renewal IPC.

Currently, when a program provider or LA enters a renewal IPC into CARE for an expired IPC, CARE is programmed to pre-fill the "IPC Begin Date" field with the current date (the date of the data entry). This event results in a gap in IPC authorization dates in CARE when the renewal IPC is entered after the current IPC expires. In such cases, the program provider or LA may request DADS backdate the renewal IPC in CARE. Upon receipt of this request, DADS backdates the IPC.

As of **September 1, 2014**, this process will become automated in the CARE system. If a program provider or LA enters a renewal IPC into CARE for an expired IPC and the IPC has not been expired for 180 days or longer, CARE will automatically pre-fill the "IPC Begin Date" field with the date following the day the previous IPC expired. This change in CARE functionality will result in no gap in IPC authorization dates for the IPC. After implementation of this change, the process of submitting a request to backdate a renewal IPC will no longer be needed unless the individual's IPC has been expired for 180 days or longer.

It is important to note current timeframe requirements for renewing IPCs are still applicable. An individual's IPC must be renewed at least annually and before expiration of the individual's IPC in accordance with Title 40, Texas Administrative Code (TAC), § 9.166 (HCS) and § 9.568 (TxHmL).

Ensuring IPC authorizations remain current and continuous in CARE is necessary to maintain an individual's program eligibility. With the upcoming expansion of STAR+PLUS for certain individuals to begin receiving acute care services through a Managed Care Organization (MCO) on September 1, 2014, maintaining continuously current IPC authorizations in CARE will also reduce the risk of interruption in acute care eligibility.

It is possible for an IPC to expire while the individual's services are suspended (temporary discharge) in CARE. Therefore, if an individual is resuming participation in the HCS or TxHmL program and has an expired IPC for 180 days or longer, the program provider or LA still need to request DADS backdate a renewal IPC in CARE by submitting Form 8600, IPC Backdating Request Cover Sheet, and a copy of the renewal IPC to DADS. For HCS, the program provider submits this request unless the individual only receives services through the consumer directed services option; in which case, the LA submits the request. The LA submits the request for all individuals in the TxHmL program.

Form 8600 is available online at: <http://www.dads.state.tx.us/handbooks/hcs/forms/index.asp> or <http://www.dads.state.tx.us/handbooks/txhml/forms/index.asp>

Please send questions related to this information letter to the HCS or TxHmL mailbox at [hcs@dads.state.tx.us](mailto:hcs@dads.state.tx.us) or [txhml@dads.state.tx.us](mailto:txhml@dads.state.tx.us).

Sincerely,

*[signature on file]*

Donna Jessee  
Director  
Center for Policy and Innovation

*[signature on file]*

Elisa J. Garza  
Assistant Commissioner  
Access and Intake