



COMMISSIONER
Jon Weizenbaum

October 14, 2014

To: Community Living Assistance and Support Services Case Management Agencies

Subject: Information Letter No. 14-64
Clarification of Billing Process for Pre-Enrollment Assessment Activities

The Department of Aging and Disability Services (DADS) is issuing this letter to clarify the correct method a Case Management Agency (CMA) must bill for a pre-enrollment assessment of an applicant seeking to enroll in the Community Living Assistance and Support Services (CLASS) program.

A partial assessment occurs when the CMA completes Form 3657, Pre-Enrollment Assessment, as part of determining an applicant's eligibility for the CLASS program. To bill for a full assessment, additional activities must be performed which include convening the Service Planning Team to complete Form 3621-Revised, Individual Plan of Care, for enrollment after eligibility is approved by DADS for the CLASS program.

The table below illustrates how some CMAs currently bill for pre-enrollment assessments.

Before September 1, 2014						
Service	Service Code	Bill Code	Units	Rate	Total	
CMA Full Assessment	40	G0204	284.95	\$1	\$284.95	
CMA Partial Assessment	40	G0203	104.32	\$1	\$104.32	

The table below illustrates the required method to bill a pre-enrollment assessment completed on or after September 1, 2014. The CMA must enter a "1" for units and the correct rate associated with the pre-enrollment assessment.

Required Method Effective September 1, 2014						
Service	Service Code	Bill Code	Units	Rate	Total	
CMA Full Assessment	40	G0204	1	\$284.95	\$284.95	
CMA Partial Assessment	40	G0203	1	\$104.32	\$104.32	

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If you have any questions about this information letter, please contact the CLASS mailbox at class@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