



COMMISSIONER
Jon Weizenbaum

June 26, 2015

To: Adult Day Care (ADC) Facilities, Assisted Living Facilities (ALFs), Intermediate Care Facilities for Individuals with an Intellectual Disability or Related Conditions (ICF/IIDs), Nursing Facilities (NFs), Prescribed Pediatric Extended Care Centers (PPECCs) and Skilled Nursing Facilities (SNFs)

Subject: Provider Letter No. 15-18 — Changes Made to Form 3613-A

The Texas Department of Aging and Disability Services (DADS) has revised [Form 3613-A, SNF, NF, ICF/IID, ALF, ADC, DAHS, and PPECC Provider Investigation Report with Fax Cover Sheet](#). The form now lists both an email address and facsimile number for form submission. It also includes PPECC as one of the license types required to use [Form 3613-A](#) when reporting an incident.

SNF, NF, ICF/IID, ALF, ADC and PPECC providers must report incidents as follows:

- Report incidents to Consumer Rights and Services by calling 1-800-458-9858 or [online](#).
- Then, submit a completed Form 3613-A, with statements and other relevant documentation, per the following time frames:
 - ALF, ADC and PPECC providers must submit Form 3613-A within five **calendar** days after making the oral report.
 - SNF, NF and ICF/IID providers must submit Form 3613-A within five **working** days after making the oral report.

If Form 3613-A, including statements and other relevant documentation, is 15 pages or less, email it to crsprovider@dads.state.tx.us or fax it toll-free to DADS at 1-877-438-5827.

If Form 3613-A, including statements and other relevant documentation, is 16 pages or more, email it to crsprovider@dads.state.tx.us or mail it to:

Texas Department of Aging and Disability Services
Consumer Rights and Services Section, Mail Code E-249
P.O. Box 149030
Austin, TX 78714-9030
ATTN: Intake Coordinator

Provider Letter No. 15-18

June 26, 2015

Page 2

For questions about this letter, please contact a policy specialist in the Policy, Rules and Curriculum Development unit at (512) 438-3161.

Sincerely,

[signature on file]

Mary T. Henderson
Assistant Commissioner
Regulatory Services

MTH:cg