



COMMISSIONER
Jon Weizenbaum

Date: May 2, 2016

To: Local Intellectual and Developmental Disability Authorities (LIDDAs)

Subject: Information Letter No. 2016-16
Increased Period of Monitoring Individuals who have Transitioned from a State Supported Living Center (SSLC) to the Home and Community-based Services (HCS) Program

The purpose of this information letter (IL) is to inform LIDDAs, effective October 2014, the monitoring report and additional information reported for individuals who transitioned from an SSLC to the HCS program was changed from one to five years. This change ensures the unique needs of individuals served in SSLCs continue to be met by the provider.

In accordance with LA Broadcast Message #0837, sent May 31, 2013, LIDDAs are required to send its monitoring reports to the Texas Department of Aging and Disability Services (DADS) and the SSLC on a quarterly basis up to one year of transitioning to the HCS program. After an individual has been enrolled in the HCS Program for one year, the LIDDAs are required to send the monitoring report only to DADS.

A monitoring report must include the following information:

1. Did the individual have psychiatric or medical hospitalization?
2. Did the individual have an emergency room visit within a 3-month period?
3. Date of death of the individual.
4. Was the individual arrested or incarcerated?
5. Did the individual have any contacts with law enforcement within a 3-month period?
6. Was the LIDDA unable to locate the individual or did the individual leave the program?
7. Was/Is there an HCS program provider issue – change of homes?
8. Was/Is there an HCS program provider issue – closure?
9. Was/Is there an HCS program provider issue – confirmed abuse, neglect or exploitation?
10. Was/Is there an HCS program provider issue – change of program provider? and
11. Did the individual return to the SSLC? If so, what date?

Every 90 days, DADS will send a secure email reminder to the LIDDA's intellectual and developmental disability (IDD) Director noting the list of individuals whom a monitoring report is due. The LIDDA must complete the [DADS approved template](#) and submit along with supporting documentation to the DADS email box and copy the SSLC contact staff.

For the first year after HCS enrollment, a LIDDA must send the monitoring reports to LocalAuthorityCAO@dads.state.tx.us and the SSLC contact staff. For the second through fifth years, a LIDDA must send the monitoring reports to LocalAuthorityCAO@dads.state.tx.us.

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In addition to sending quarterly reports to DADS, an HCS service coordinator is responsible for addressing any concerns discovered during a monitoring visit in accordance with Title 40 of the Texas Administrative Code (TAC), Chapter 9, Subchapter D §9.190 (d).

To meet the five-year monitoring requirement as of the October 2014 effective date, DADS will email each LIDDA IDD Director a list of individuals removed from the monitoring list as of October 2014. LIDDAs are required to complete and submit the [DADS approved template](#) supporting documentation for these individuals from October 2014 through March 30, 2016. If an individual has changed LIDDAs, the IDD Director must send an email to LocalAuthorityCAO@dads.state.tx.us noting to which LIDDA the individual has transferred.

Please email the [template found on the DADS website](#) and monitoring reports no later than May 31, 2016, to LocalAuthorityCAO@dads.state.tx.us.

For any questions about this letter, please contact the Local Authority Contract Accountability and Oversight at (512) 438-5040 or via email at LocalAuthorityCAO@dads.state.tx.us.

Sincerely,

[signature on file]

Elisa J. Garza

Assistant Commissioner

Access and Intake