



COMMISSIONER
Jon Weizenbaum

Date: July 18, 2016

To: Local Intellectual and Developmental Disability Authorities (LIDDAs)
Local Mental Health Authorities (LMHAs)

Subject: Information Letter No. 16-19
Process When an Individual's PASRR Level I Screening Indicates the Individual is Suspected of Having an ID or DD

The purpose of this information letter is to describe the process when an individual's Preadmission Screening and Resident Review (PASRR) Level I Screening (PL1) indicates the individual is suspected of having an intellectual disability (ID) or developmental disability (DD). In accordance with Texas Administrative Code, Title 40, Chapter 17, Preadmission Screening and Resident Review, Subchapter C, Responsibilities, §17.302, relating to the LIDDA and LMHA Responsibilities Related to the PASRR Process, within seven days, the LIDDA must:

- review the individual's or resident's medical records;
- meet face-to-face with the individual's or resident's Legally Authorized Representative (LAR) or communicate with the LAR by telephone if the LAR is not able to meet face-to-face;
- communicate by telephone, mail, or face-to-face with collateral contacts as necessary; and
- obtain additional information as needed, such as searching the Client Assignment and Registration (CARE) system screens 230, C83, or 1183 for history of confirmed ID or DD.

Able to confirm the diagnosis of ID or DD

If the LIDDA evaluator is able to confirm the diagnosis of ID or DD, then the LIDDA evaluator must:

- add a comment to the PASRR Evaluation (PE) on section B, field B0400M, to state what information was used to confirm the diagnosis of ID or DD; and,
- mark the PE positive.

Unable to confirm the diagnosis of ID or DD

If the LIDDA evaluator is not able to confirm a diagnosis of ID or DD, then the LIDDA evaluator must:

- complete a "referral" in Section F1000 of the PE:
 - mark 19 for "Other" in F1000A;
 - mark the individual is being referred for a Determination of Intellectual Disability (DID) in F1000B;
 - enter the phone number of the LIDDA completing the PE in F1000C;
 - mark the "date of referral" for the DID in F1000D; and
 - mark the PE negative to indicate the individual does not have ID or DD; and
- not send the individual or LAR a notice of denial of eligibility for specialized services and an opportunity for a fair hearing.

Timeline for conducting a DID and sending a DID report

The LIDDA must:

- within 45 calendar days after referring an individual for a DID, ensure a DID is conducted on the individual in accordance with the Texas Department of Aging and Disability Services (DADS) rules governing diagnostic assessment (40 TAC, Chapter 5, Subchapter D); and
- within 30 calendar days after the DID is conducted, submit the DID report to DADS PASRR unit via the Secure File Transfer Protocol (SFTP) file folder “PASRR Reporting.”

Results of the DID

If the DID indicates the individual does not have ID or DD, then the LIDDA must:

- enter a note on the previously completed negative PE to indicate the results of the DID;
- click on the “add note” button on the yellow Form Action bar of the PE and add a note which indicates the individual does not have ID or DD per the DID results; and
- send the individual or LAR a notice of denial of eligibility for specialized services and an opportunity for a fair hearing.

If the DID indicates the individual has ID or DD, then the LIDDA must complete another PE within seven calendar days. The PE must reflect the individual has ID or DD. The LIDDA can initiate a new PE from the original PL1 already on file for the individual.

The DADS Performance Contract with LIDDAs, Article II. D. 42, requires compliance with information letters posted by DADS. DADS may impose discretionary sanctions for failure to meet the requirements described in this information letter.

For questions regarding the content of this letter, please contact the DADS PASRR unit at 1-855-435-7180. For questions regarding SFTP access, please contact Robert Barton in the DADS Performance Contract unit at 1-512-438-4397.

Sincerely,

[signature on file]

Elisa J. Garza
Assistant Commissioner
Access and Intake Division

EJG: