



COMMISSIONER  
Jon Weizenbaum

## Memorandum

To: Community Services Regional Directors  
Community Services Program Managers

From: Dana Williamson  
Manager  
Long Term Services and Supports Policy

Subject: Changes to Form 2412, Budget Revision, in the Medically Dependent Children Program

Issuance Date: 04/01/2015 LTSS 15-04-003

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This memorandum applies to the Medically Dependent Children Program (MDCP).

This memo is being issued to introduce a revised version of Form 2412, Budget Revision. The previous Budget Revision form required utilized units to be obtained for all Individual Plan of Care (IPC) changes. This form is being revised to:

- allow case managers the option of entering either authorized units or utilized units, or both, for Respite and/or Flexible Family Support Services up until the budget revision effective date when making changes to the IPC; and
- add Employment Assistance and Supported Employment.

Depending on the type of change to the IPC, the case manager may need to use both the Authorized before Budget Revision section and Utilized before Budget Revision section to capture services in the IPC.

The case manager must enter authorized units in Section A, Authorized Before Budget Revision, when:

- authorizing a Minor Home Modification, Adaptive Aid or other service without affecting Respite and/or Flexible Family Support Services; or
- increasing Respite and/or Flexible Family Support Services hours within the same service code (e.g., increasing respite attendant hours from 20 hrs/wk to 25 hrs/wk).

The case manager must obtain utilized units and enter in Section A, Utilized Before Budget Revision, in the following situations:

- provider transfer (e.g., Home and Community Support Services Agency to Financial Management Services Agency);

- service reduction in order to keep the estimated cost of waiver services within the IPC cost limit (e.g., reduce respite hours to authorize an adaptive aid); or
- change from one service code to another (e.g., RN to LVN, Attendant to LVN).

*Note:* These scenarios are to serve as a guide for case managers when deciding to use authorized units or obtain utilized units. This list is not all-inclusive.

In instances where the case manager has determined it is necessary to obtain utilized units, the case manager will request service delivery information from providers in order to complete the change. The case manager must verify the number of units or the cost of services delivered by the provider from the authorized start date through the day before the IPC change is effective.

The case manager must also determine if there are unused hours to carry over to the new service authorization. These are hours not utilized in the current IPC by the individual due to service schedule changes. The case manager will use this information to plan the amount of services to be authorized for the remainder of the IPC period carried over hours will not change the amount authorized per week. This will allow unused hours to carry over into the revised IPC so the hours will be available for the individual to use without requesting a change to the IPC as per TAC Rule §51.237 Service Schedule Changes. Please see attachment for examples.

The case manager must use Form 2067, Case Information, to request the total:

- number of units of Respite and/or Flexible Family Support Services delivered by the Home and Community Support Services provider for the time period of the authorized start date through the day before the IPC change effective date;
- cost of services from the Financial Management Services Agency(FMSA), for Respite and/or Flexible Family Support Services;
- number of units of Employment Assistance and/or Supported Employment Services delivered by the Home and Community Support Services provider for the time period of the authorized start date through the day before the IPC change effective date; or
- cost of adaptive aids, minor home modifications or TAS delivered to the individual up to the IPC change effective date.

If the provider agency is unable to submit the total number of units or the total cost of the services delivered from the authorized start date through the day before the IPC change is effective, the case manager must use the utilized units obtained and estimate services for the remainder of the IPC. This may occur when time sheets have not yet been submitted to the provider through the day before the IPC change is effective.

Questions regarding this memo may be directed to Long Term Services and Supports policy staff at: [MDCP@dads.state.tx.us](mailto:MDCP@dads.state.tx.us).