



COMMISSIONER
Jon Weizenbaum

July 15, 2013

To: Community Based Alternatives Home and Community Support Services
Agencies

Subject: Information Letter No. 13-31
Expired Initial Medical Necessity Determination

Effective August 1, 2013, Home and Community Support Services Agencies (HCSSAs) must follow the procedures listed below when the Texas Department of Aging and Disability Services (DADS) case manager notifies HCSSA that an applicant's initial medical necessity (MN) determination assessment has expired.

Enrollments Between 121 - 180 Days After the Initial MN Determination

When enrollment occurs between 121 days and 180 days of the initial MN determination and the DADS regional nurse determines there is no significant change in the applicant's condition:

- The DADS case manager will contact the HCSSA via Form 2067, Case Information; and
- The HCSSA must:
 - inactivate the previously submitted Medical Necessity and Level of Care (MN/LOC) assessment in the Texas Medicaid & Healthcare Partnership (TMHP) portal;
 - create a new initial MN/LOC assessment using the "use as template" feature in the TMHP LTC online portal at www.tmhp.com; and
 - submit the information as a new initial MN/LOC assessment to the TMHP Long-term Care (LTC) online portal.

The "use as template" feature in the TMHP LTC on-line portal allows a provider to complete a new MN/LOC assessment by using the information in a previously submitted assessment as a template.

If the DADS regional nurse determines there is a significant change in the applicant's condition:

- The DADS case manager will authorize the HCSSA via Form 2067 to complete a new MN/LOC assessment; and
- The HCSSA must:
 - make a face-to-face contact visit with the applicant to complete a new MN/LOC assessment;
 - inactivate the previously submitted MN/LOC assessment;
 - create a new initial MN/LOC assessment using the "use as template" feature in the TMHP LTC online portal at www.tmhp.com; and
 - submit the information to the TMHP LTC online portal at www.tmhp.com.

Enrollments After 180 Days of the Initial MN Determination

When enrollment occurs after 180 days from the initial MN determination:

- The DADS case manager will authorize the HCSSA via Form 2067 to complete a new MN/LOC assessment; and
- The HCSSA must:
 - make a face-to-face contact with the applicant to complete a new MN/LOC assessment;
 - inactivate the previously submitted MN/LOC assessment;
 - create a new initial MN/LOC assessment using the “use as template” feature in the TMHP LTC online portal at www.tmhp.com; and
 - submit the information to the TMHP LTC online portal.

HCSSAs are not required to submit an additional pre-enrollment assessment packet, but must submit Form 2067 to DADS case manager with the date the second face-to-face assessment with the applicant was completed and the document locator number (DLN) following current procedures as outlined in Information Letter No. 11-36 Procedure Changes for Submitting MN/LOC assessment.

Once the DADS case manager receives a completed Form 2067, that includes the assessment date and the DLN, a copy of Form 3676, CBA Pre-Enrollment Home Health Assessment Authorization will be sent to the HCSSA for authorization of payment for the assessment.

For questions regarding the content of this letter, please contact DADS, at CBA@dads.state.tx.us.

Sincerely,

[Signature on file]

Lynn W. Blackmore
Director
Center for Policy and Innovation