



COMMISSIONER  
Jon Weizenbaum

February 11, 2016

To: Financial Management Services Agencies (FMSAs)  
Home and Community-based Services (HCS) Program Providers  
Local Intellectual and Developmental Disability Authorities (LIDDAs)  
Texas Home Living (TxHmL) Program Providers

Subject: Information Letter No. 16-04  
Changes to Community First Choice in the Home and Community-based Services and  
Texas Home Living Programs

The purpose of this information letter (IL) is to inform HCS and TxHmL program providers, LIDDAs and FMSAs about the following changes related to Community First Choice (CFC). HCS and TxHmL program providers, LIDDAs, and FMSAs must implement these changes as described below.

### **Changes to CFC**

1. Completing DADS Form 8510, HCS/TxHmL CFC personal assistance services/habilitation (PAS/HAB ) Assessment

- If an initial individual plan of care (IPC) has a begin date of **March 20, 2016, or later** and CFC PAS/HAB is included on the person-directed plan (PDP):
  - the service coordinator, together with other members of the service planning team (SPT), must complete [DADS Form 8510, HCS/TxHmL CFC PAS/HAB Assessment](#), to determine the number of CFC PAS/HAB hours an individual needs; and
  - the service coordinator must enter the number of CFC PAS/HAB hours needed on the IPC.
- If a renewal or revised IPC has an effective date of **March 20, 2016, or later** and CFC PAS/HAB is included on the PDP:
  - the service coordinator, together with other members of the SPT, must complete [DADS Form 8510, HCS/TxHmL CFC PAS/HAB Assessment](#) to determine the number of CFC PAS/HAB hours an individual needs;
  - for the TxHmL Program, the service coordinator must enter the number of CFC PAS/HAB hours needed on the IPC; and
  - for the HCS Program, the program provider must enter the number of CFC PAS/HAB hours needed on the IPC unless the individual is receiving all services through the consumer directed services (CDS) option, in which case the service coordinator must enter the number of CFC PAS/HAB hours needed on the IPC.

If the individual or legally authorized representative (LAR) has not identified a program provider representative as a member of the SPT, the service coordinator must discuss with the individual or LAR the importance of the program provider being included in the completion of [DADS Form 8510, HCS/TxHmL CFC PAS/HAB Assessment](#).

[DADS Form 8510, HCS/TxHmL CFC PAS/HAB Assessment](#) is not completed for individuals in the HCS Program receiving host home/companion care, supervised living, or residential support.

## *2. License not Required for CFC Emergency Response Services (ERS) Providers*

Effective September 1, 2015, DADS no longer requires CFC ERS providers to have a license as a personal emergency response system provider issued by the Texas Department of State Health Services in accordance with [25 TAC Chapter 140, Subchapter B \(relating to Personal Emergency Response System Providers\)](#). This change conforms with the repeal of Health and Safety Code, Chapter 781 regarding personal emergency response systems, enacted by Senate Bill 202 (84th Texas Legislature, Regular Session, 2015).

This change in licensure for ERS providers replaces the statements in [IL15-28](#), which required ERS providers to have a license as a personal emergency response system provider.

## **DADS review of IPCs of Individuals in the HCS Program**

In accordance with DADS rule at 40 TAC §9.160(c) and ILs [15-28](#) and [15-29](#), DADS may review supporting documentation at any time to determine if the type and amount of HCS Program services and CFC services specified in a proposed IPC are appropriate. If requested by DADS:

- (1) the LIDDA must submit to DADS documentation supporting a proposed initial IPC; and
- (2) the program provider must submit to DADS documentation supporting a proposed renewal or revised IPC.

## **DADS review of IPCs of Individuals in the TxHmL Program**

In accordance with DADS rule at 40 TAC §9.558(f) and ILs [15-28](#) and [15-29](#), DADS may review an IPC at any time to determine if the type and amount of each TxHmL Program service and CFC service specified in the IPC are appropriate. The service coordinator must submit documentation supporting the IPC to DADS in accordance with a request from DADS for documentation. For a revised or renewal IPC entered into the Client Assignment and Registration System (CARE) on or after February 15, 2016, CARE may display messages requiring the LIDDA to submit the IPC and supporting documentation to DADS for review.

## **Training for HCS and TxHmL Service Coordinators**

A service coordinator who provides service coordination to an individual receiving HCS or TxHmL services must complete DADS web-based training on CFC in the HCS and TxHmL Programs as follows:

- for a service coordinator hired before the date of this IL, complete the web-based training by March 20, 2016;
- for a service coordinator hired after the date of this IL, complete the web-based training within the first 90 days of performing service coordination duties.

The link to DADS web-based training is:

<http://www.dads.state.tx.us/providers/LA/training/index.html>

A service coordinator who provides service coordination to an individual receiving HCS or TxHmL services must complete DADS training on completing [DADS Form 8510, HCS/TxHmL CFC PAS/HAB Assessment](#) as follows:

- for a service coordinator hired before the date of this IL, do one of the following by March 20, 2016:
  - listen to a recording of the webinar training held on February 9, 2016, at: <http://www.dads.state.tx.us/providers/LA/training/index.html>; or
  - complete a web-based training available beginning March 1, 2016 at <http://www.dads.state.tx.us/providers/LA/training/index.html>; or
- for a service coordinator hired after the date of this IL, complete within the first 90 days of performing service coordination duties, a web-based training available beginning March 1, 2016 at <http://www.dads.state.tx.us/providers/LA/training/index.html>.

### **Rule Amendments**

The requirements set forth in this IL regarding the assessment and the change in licensure for ERS providers will be included in the adopted amendments to 40 TAC Chapter 9, Subchapters D and N expected to be effective March 20, 2016.

If you have questions about this letter, please contact DADS at [HCS@dads.state.tx.us](mailto:HCS@dads.state.tx.us) or [TxHmL@dads.state.tx.us](mailto:TxHmL@dads.state.tx.us).

Sincerely,

*[signature on file]*

S. Michelle Martin  
Director  
Center for Policy and Innovation

*[signature on file]*

Elisa J. Garza  
Assistant Commissioner  
Access and Intake