



COMMISSIONER
Jon Weizenbaum

Memorandum

To: Community Services Regional Directors
Community Services Program Managers

From: Dana Williamson
Manager
Long Term Services and Supports Policy

Subject: Delay in Securing Signed Practitioners Statement for Community Attendant Services

Issuance Date: January 22, 2015 LTSS 15-01-002

Effective Date: February 5, 2015

This memorandum establishes procedures to close an initial referral for services when there is a delay in securing a signed practitioners statement for Community Attendant Services (CAS).

When contacts from the program provider and case manager have proven unsuccessful in obtaining a signed practitioner's statement, the case manager may close the initial referral for services within 90 calendar days from the date of the initial Form 2101, Authorization for Community Care Services.

In cases in which the individual or provider agency indicates to the case manager that an appointment has been made with an alternative physician for the purpose of obtaining the practitioner's statement, the case manager shall continue to monitor the initial referral for up to 90 additional days. The case manager closes the referral by sending Form 2065A, Notification of Community Care Services, to the applicant if the physician's statement has not been obtained following the second 90-day extension period.

The case manager will place the individual on the Family Care interest list. Refer to Case Manager Community Care for Aged and Disabled Handbook CSPO 13-10-001 and 13-08-004, Family Care Community Services Interest List Data Entry: Addendum to CSPO 13-08-004, Intake Procedures and Community Attendant Services Screening, for details on how to place the individual on the Family Care interest list.

The case manager must advise MEPD that the applicant was not approved for CAS. In this circumstance, the case manager must send Form H1746-A, MEPD Referral Cover Sheet, stating the applicant has not met the functional eligibility requirements.

Questions regarding this memo may be directed to Long Term Services and Supports policy staff at: CCAD@dads.state.tx.us