



COMMISSIONER  
Jon Weizenbaum

To: Community Services Regional Directors  
Community Services Program Managers

From: Dana Williamson  
Manager  
Long Term Services and Supports Policy

Subject: Deletion of Health Insurance Portability and Accountability Act, (HIPAA)  
Privacy Notice, Explanation of Health Information Privacy Rights and Notice of  
Privacy Practices, Forms 0401, 0401-S, 0403, 0405 and 0405-S

Issuance Date: January 16, 2014

LTSS 14-01-001

Effective Date: January 31, 2014

The Health and Human Services Commission (HHSC) Privacy Office revised their HIPAA forms making the Department of Aging and Disability Services (DADS) HIPAA forms listed above outdated. In order to ensure all privacy information remains consistent with Health and Human Services (HHS) Enterprise privacy policy, a decision was made to refer DADS case managers to the DADS Operations Handbook maintained by the DADS Privacy Office.

DADS case managers who work on the programs listed below must use the revised HIPAA notices and forms beginning January 31st:

Community Care Aged and Disabled (CCAD)  
Community Based Alternatives (CBA)  
In-Home and Family Support Program (IHFSP)  
Medically Dependent Children Program (MDCP)

Case managers can access the updated HIPAA forms located under the "Forms" heading in the links to the Operational Handbook provided below.

<http://dadsview.dads.state.tx.us/handbooks/OH/rmemo/13-18.htm> Revision Notice  
<http://dadsview.dads.state.tx.us/handbooks/OH/I/3000/index.htm> HIPAA changes

The current HIPAA forms will be deleted from the DADS forms web site on January 31, 2014.

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