

**Reducing Administrative Requirements – Texas Home Living (TxHmL) Waiver  
Department of Aging and Disability Services**

<b>No.</b>	<b>Requirement</b>	<b>Description/Suggestion</b>	<b>Benefits</b>	<b>DADS Response</b>	<b>Status as of 02/06/2015</b>
<b>1</b>	The Individual Plan of Care (IPC) and Intellectual Disability/Related Condition (ID/RC) updates are directly linked to provider revenues; the Local Authority (LA) Service Coordinator is responsible for maintaining these documents.	Transfer responsibility for these documents (IPC and ID/RC updates) to the provider, similar to the requirements in the Home and Community-based Services (HCS) Program.	Responsibility for maintaining service-authorization documents will be held by the service provider, increasing responsiveness to changes in a person's need and promoting continuity in service provision.	DADS will explore the feasibility of moving the responsibility for the IPC and ID/RC updates to the provider.	<b>In Progress</b>
<b>2</b>	Electronic Document Submission	Allow electronic signatures and documentation submission for TxHmL and HCS programs. Narrow this recommendation down to just electronic document submission and remove	Reduce time and costs cutting down on documentation processing and reduce risk of an individual's service plan expiring during period of document processing. This would help to	This will be accomplished with implementation of the DADS provider portal. Portal is scheduled to be released August 31, 2015.	<b>In Progress</b>

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		the signature part.	narrow the scope and signatures are not nearly as big an issue as submissions.		
3	Differences between waivers with regards to billing units, documentation requirements, rates, language, etc.	Consistency across waivers.	Reduction in staff training time. Reduction in billing staff time. Reduction in Information Services staff time that develop billing tools for programs. More knowledgeable staff in program rules and requirements.	DADS is continuously working on standardizing procedures across waivers. HHSC is responsible for rate standardization.	<b>In Progress</b>

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4	<p>TxHmL rates, rules, and billing guidelines have numerous differences from HCS rates, rules, and billing guidelines for the same services. For example, the new HCS Billing Guidelines allow checklist-based day habilitation documentation, while TxHmL still requires narrative-based. The two programs also differ on consecutive hours requirements for partial-day day hab billing. Also, HCS allows specialized therapies to bill for writing an assessment, but this is not allowed in TxHmL.</p>	<p>Align the TxHmL Billing Guidelines to be the same as those same services in HCS.</p>	<p>Cost savings from reduced staff training and administrative review time required for two different systems.</p>	<p>DADS is continuously working on standardizing procedures across waivers. HHSC is responsible for rate standardization.</p> <p>The HCS and TxHmL Billing Guidelines were updated to ensure standard definitions and documentation requirements for identical services provided within the two waiver programs. The updates were completed for TxHmL to reflect those changes in HCS in February 2012. Further changes to guideline requirements will occur simultaneously between HCS and TxHmL.</p>	<p><b>In Progress</b></p>