



COMMISSIONER  
Adelaide Horn

December 20, 2007

To: Home and Community-based Services (HCS) Providers, Texas Home Living (TxHmL) Providers, and Mental Retardation Authorities (MRA)

Subject: Information Letter No. 07-128  
Transfer and Billing information related to the Client Assignment and Registration System (CARE) conversion for the implementation of Consumer Directed Services (CDS)

The purpose of this letter is to notify you of the Texas Department of Aging and Disability Services' (DADS') plan related to the conversion of the CARE System for the implementation of CDS into the HCS and TxHmL Programs. This plan will affect the following:

- the process for transferring individuals from one program provider to another;
- transferring individuals from one contract to another within the same program provider; and
- the process for entering billing claims.

CARE will be **unavailable** for any data entry beginning midnight, January 26, 2008 until 8:00 a.m. February 6, 2008.

All HCS and TxHmL Program consumer transfers must be entered into CARE and the transfer packet faxed to DADS, Access and Intake, Program Enrollment (PE) by 5:00 p.m. on Friday, January 18, 2008. Any transfers that are **not approved** by PE prior to the initiation of the CARE conversion schedule on January 26, 2008 will be **deleted** by PE and must be **re-entered** by HCS providers or TxHmL MRA staff once the CARE data conversion has been completed on February 6, 2008. All transfers entered into CARE beginning February 6, 2008 will be entered using the revised CARE transfer and Individual Plan of Care (IPC) entry screens.

Please note that transfers can occur during the CARE conversion period; data entry for these transfers must be completed on or after February 6, 2008 using the revised CARE transfer and IPC screens.

If a transfer is completed but billing has not been entered into CARE by the transferring provider by the January 26, 2008 deadline, the provider will need to send an e-mail to the HCS Billing Authorizations unit at: [HCSauths@dads.state.tx.us](mailto:HCSauths@dads.state.tx.us).

This email **must** include the provider's name, component code, client name and CARE ID, the service provided, the dates of service, and the units that were not entered. As all claims entry and transfer authorizations will be suspended for a week due to conversion, it is **strongly recommended** providers have all authorizations completed and claims billed prior to the January 26<sup>th</sup> deadline.

If the provider is billing for units that have already been transferred to the receiving provider, the transferring provider must have the receiving provider write a letter that includes the client's name, CARE ID, service, and service date(s) for the units to be applied to the client's IPC under the transferring provider's component code for billing purposes.

It is also strongly recommended this letter be received by DADS **no later** than January 26, 2008. This letter must be submitted by the transferring provider to the HCS Billing Authorizations unit at the following address:

HCS Billing Authorizations  
Texas Department of Aging and Disability Services  
P.O. Box 149030 MC-W400  
Austin, Texas 78714-9030

If you have questions regarding the consumer transfer process, please contact Stephen Kreger, Access and Intake, Program Specialist for Program Enrollment of the Mental Retardation Authorities Section, at 512-438-5031 or [stephen.kreger@dads.state.tx.us](mailto:stephen.kreger@dads.state.tx.us).

If you have questions regarding the billing claims process, please contact Mark Dermit, Special Programs and Services Manager, at 512-438-2120 or [mark.dermit@dads.state.tx.us](mailto:mark.dermit@dads.state.tx.us).

For more information about the CDS option that will be implemented in the HCS and TxHmL waiver programs beginning February 1, 2008 please visit the following website:  
<http://www.dads.state.tx.us/providers/CDS/index.cfm>

Sincerely,

*[signature on file]*

David Rollins  
Mental Retardation Authorities Section Director  
Access and Intake

*[signature on file]*

Scott Schalchin, M.Ed., J.D.  
Director  
Community Services

*[signature on file]*

Mine Epps  
Manager  
Claims Management

DR/SS:tc

c: Susanne Elrod, Texas Council of Community MHMR Centers  
Carole Smith, Private Provider Association of Texas