



COMMISSIONER  
Jon Weizenbaum

January 30, 2014

To: Home and Community-based Services Providers  
Local Authorities

Subject: **Information Letter No. 14-03**  
"Find a Home and Community-based Services Group Home Vacancy" search feature on the Department of Aging and Disability Services Website

The Department of Aging and Disability Services (DADS) announces a new search feature on its website to find a Home and Community-based Services (HCS) group home vacancy. This new search feature provides information for an individual receiving HCS services or enrolling in the HCS Program who desires residential group home services. The feature allows a person to search for an HCS group home vacancy by city, county, or ZIP code. The search results provide the name and contact information for each HCS Program provider that has at least one group home vacancy within the search specification (i.e., city, county, ZIP code).

The search page is currently available online at <http://www.dads.state.tx.us/providers/HCS/search/index.cfm>. The search page is accessible through two locations on DADS home page ([www.dads.state.tx.us](http://www.dads.state.tx.us)): "Help for Texans" and "Doing Business with DADS".

The Local Authority (LA) will continue to provide a list of all HCS Program providers in the LA service area to an applicant who is enrolling in the HCS Program and also to an individual who requests to transfer to another HCS Program provider.

In order to ensure correct information displays on the website, the search function relies on accurate data entered into the Client Assignment and Registration System (CARE). The HCS Program provider must ensure:

- the name of the city is spelled correctly and does not include an abbreviation (e.g., Fort Worth, not Ft. Worth); and
- the county code and ZIP code are correct.

Please let me know if you have any questions or need additional information. Marcia Shultz, serves as the lead staff on this matter and can be reached by phone at (512) 438-3532 or by email at [Marcia.Shultz@dads.state.tx.us](mailto:Marcia.Shultz@dads.state.tx.us).

Sincerely,

*[signature on file]*

Elisa J. Garza  
Assistant Commissioner  
Access and Intake