



COMMISSIONER  
Jon Weizenbaum

February 20, 2015

To: Program of All-Inclusive Care for the Elderly Providers

Subject: Information Letter No. IL 15-16  
Deployment of Revised Service Authorization System Online Forms for Enrollments,  
Disenrollments and Changes

The purpose of this letter is to inform Program of All-Inclusive Care for the Elderly (PACE) organizations of revised Service Authorization System Online (SASO) forms for processing enrollments, disenrollments and changes. Effective March 1, 2015, the PACE organizations must begin using the revised SASO forms. The forms and instructions can be found at the following links:

Form 1140, PACE/SASO Registration Enrollment: <http://www.dads.state.tx.us/forms/1140/>

Form 1141, PACE/SASO Registration Disenrollment: <http://www.dads.state.tx.us/forms/1141/>

Form 1142, PACE/SASO Registration Change: <http://www.dads.state.tx.us/forms/1142/>

Previously, PACE organizations utilized one SASO form to inform The Texas Department of Aging and Disability Services (DADS) staff of enrollments, disenrollments and changes. Effective March 1, 2015, PACE organizations must use the appropriate SASO form to inform DADS staff when an individual is enrolling in PACE, disenrolling from PACE or has a change in Medicaid status. The designated PACE consultant will continue to coordinate enrollment activities to ensure there is no duplication in services and DADS regional staff will continue to complete data entry in SASO.

The forms contain specific instructions for PACE organization staff regarding the completion of the form and transmittal. Each PACE organization is responsible for reviewing the form instructions and following the procedures outlined in the instructions for submitting the forms to the designated PACE consultant and DADS regional staff.

If you have any questions or need additional information, please contact Ginny Barlow at (512) 438-4208 or email [ginny.barlow@dads.state.tx.us](mailto:ginny.barlow@dads.state.tx.us).

Sincerely,

*[signature on file]*

Lisa Akers-Owen  
Director  
Community Services and Program Operations