



COMMISSIONER  
Jon Weizenbaum

June 26, 2015

To: Adult Day Care (ADC) Facilities, Assisted Living Facilities (ALFs), Intermediate Care Facilities for Individuals with an Intellectual Disability or Related Conditions (ICF/IIDs), Nursing Facilities (NFs), Prescribed Pediatric Extended Care Centers (PPECCs) and Skilled Nursing Facilities (SNFs)

Subject: Provider Letter No. 15-18 — Changes Made to Form 3613-A

The Texas Department of Aging and Disability Services (DADS) has revised [Form 3613-A, SNF, NF, ICF/IID, ALF, ADC, DAHS, and PPECC Provider Investigation Report with Fax Cover Sheet](#). The form now lists both an email address and facsimile number for form submission. It also includes PPECC as one of the license types required to use [Form 3613-A](#) when reporting an incident.

SNF, NF, ICF/IID, ALF, ADC and PPECC providers must report incidents as follows:

- Report incidents to Consumer Rights and Services by calling 1-800-458-9858 or [online](#).
- Then, submit a completed Form 3613-A, with statements and other relevant documentation, per the following time frames:
  - ALF, ADC and PPECC providers must submit Form 3613-A within five **calendar** days after making the oral report.
  - SNF, NF and ICF/IID providers must submit Form 3613-A within five **working** days after making the oral report.

If Form 3613-A, including statements and other relevant documentation, is 15 pages or less, email it to [crsprovider@dads.state.tx.us](mailto:crsprovider@dads.state.tx.us) or fax it toll-free to DADS at 1-877-438-5827.

If Form 3613-A, including statements and other relevant documentation, is 16 pages or more, email it to [crsprovider@dads.state.tx.us](mailto:crsprovider@dads.state.tx.us) or mail it to:

Texas Department of Aging and Disability Services  
Consumer Rights and Services Section, Mail Code E-249  
P.O. Box 149030  
Austin, TX 78714-9030  
ATTN: Intake Coordinator

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For questions about this letter, please contact a policy specialist in the Policy, Rules and Curriculum Development unit at (512) 438-3161.

Sincerely,

*[signature on file]*

Mary T. Henderson  
Assistant Commissioner  
Regulatory Services

MTH:cg