



Date: March 1, 2017

To: Case Management Agencies (CMA)
Community First Choice (CFC) Providers
Community Living Assistance and Support Services (CLASS)
Providers
Deaf Blind with Multiple Disabilities (DBMD) Providers
Financial Management Services Agencies (FMSA)
Home and Community Support Services Agencies (HCSSA)
Home and Community-based Services (HCS) Program Providers
Local Intellectual and Developmental Disability Authorities
(LIDDA)
Medically Dependent Children Program (MDCP) Providers
Managed Care Service Coordinators and Service Managers
Texas Department of State Health Services (DSHS) Caseworkers
Texas Home Living Program (TxHmL) Providers
Youth Empowerment Services (YES) Providers

Subject: Information Letter No. 17-04 — Person-Centered Planning (PCP)
Web-Based Training and Webpage

This Health and Human Services Commission (HHSC) IL announces the release of a web-based introductory PCP training and a webpage for additional resources related to PCP.

The Medicaid Home and Community Based Services (HCBS) final regulation issued by the Centers for Medicare & Medicaid Services (CMS) effective March 2014 established the legal framework for PCP in HCBS. The HCBS federal rules are intended to ensure individuals receive services in integrated settings with full access to the community. CMS now requires PCP for 1915(c) waiver programs (CLASS, DBMD, HCS, MDCP, TxHmL, and YES); 1915(i) state plan services (HCBS Adult Mental Health); HCBS State of Texas Access Reform Plus (STAR+PLUS) Waiver (1115 demonstration waiver); and CFC. Other federal mandates apply similar requirements to Intermediate Care Facilities for Individuals with an Intellectual Disability or Related Condition (ICFs/IID), nursing homes, and home health services.

PCP Webpage

HHSC has developed a [webpage that will serve as a resource on PCP and other PCP-related HHSC initiatives and efforts](#).

This [webpage](#) contains information important to both those receiving services and service providers, including:

- [A definition and description of PCP and why it is important](#)
- Who should have a person-centered plan
- What is required in a person-centered plan
- A [PCP training link](#) directing users to the information below:
 - A list of HHSC-approved PCP trainings
 - Minimum requirements for training content approval
 - Who should receive training in PCP
- PCP resources

Web-Based Training

HHSC developed a web-based introductory training that is an overview of person-centered practices, services and planning. Introductory training is appropriate for those participating in service planning including legally authorized representatives, family members, friends, nurses, behavior specialists, employment specialists, attendants, direct support professionals, or anyone asked to be a member of the individual's service planning team. The concepts of PCP apply to a wide variety of people and are not limited by a particular program or service. This training's purpose is to help improve the quality of life for those receiving services and further support the philosophical shift in providing services in a person-centered manner.

Staff members, such as case managers, LIDDA service coordinators, MCO service coordinators, and service managers who are responsible for facilitating service planning meetings or are responsible for completing certain planning documents, are required to take a comprehensive PCP training. The web-based introductory training does not fulfill this requirement. For those required to take a comprehensive training, such as the two-day "Person-Centered Thinking" training, please see the PCP webpage. The PCP webpage has a current list of HHSC-approved comprehensive (non-introductory) trainings and the vendors equipped to offer this training. HHSC does not endorse or promote one particular training or vendor over another. To select a comprehensive training most appropriate for your program's case managers, managed care service coordinators and managed care service managers, or other applicable staff, please consider your specific program and services.

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Certain professionals and direct service providers may be required to take an HHSC-approved PCP introductory training. HHSC's web-based introductory training fulfills this requirement. Please see the PCP webpage for the matrix that outlines training requirements.

For questions about this letter or about how to submit your person-centered practices training to HHSC for approval, please contact HHSC by email at PersonCenteredPlanning@hhsc.state.tx.us.

Sincerely,

[signature on file]

Haley Turner
Deputy Associate Commissioner
IDD & Behavioral Health Services

[signature on file]

Emily Zalkovsky
Deputy Associate Commissioner
Medicaid and CHIP Services