



Date: April 2, 2018  
To: Financial Management Services Agencies  
Subject: Information Letter No. 18-05 — FMSA Enrollment Training

The purpose of this letter is to notify current and prospective financial management services agencies (FMSAs) of changes to the FMSA enrollment training process. FMSAs provide highly complex technical services that require a thorough understanding of the laws and rules of the Internal Revenue Service and Texas Workforce Commission. As fiscal employer agents on behalf of individuals using the consumer directed services (CDS) option, FMSAs must ensure compliance with these laws and rules. FMSAs must also have a working knowledge of all home and community-based services, the principles of self-determination, and person-first language and practices.

Biannually, HHSC provides a mandatory FMSA enrollment training to applicants for an FMSA contract with HHSC or a managed care organization (MCO). To receive credit for the training, key operations staff, including the program manager and payroll staff, must attend each presentation and must demonstrate understanding of the material by passing a knowledge test. An FMSA applying for a contract with an MCO is assumed to have completed the training if the FMSA is currently contracted with HHSC.

Effective the date of this letter, registration for the FMSA enrollment training will be available by invitation only. Invitations for registration will be extended only to FMSA contract applicants who have initiated the contract application process with HHSC or an MCO in order to limit the number of attendees only to those required to attend. This will make for a more manageable, and more productive training. HHSC will continue to offer the FMSA enrollment training biannually and FMSA contract applicants will be invited to register for the next available training session.

An FMSA contracted by HHSC or an MCO may be invited to repeat the FMSA enrollment training when directed by HHSC or an MCO based on the FMSA's performance, or changes in the FMSA's key operations staff.

For questions about this letter, please contact HHSC CDS staff at [CDS@hhsc.state.tx.us](mailto:CDS@hhsc.state.tx.us).

Sincerely,

*[signature on file]*

Tamela Griffin, Acting  
Deputy Associate Commissioner  
Medicaid and CHIP Services