



COMMISSIONER
Adelaide Horn

April 7, 2009

To: Medically Dependent Children Program (MDCP) Providers

Subject: Information Letter No. 09-44
Individual Plan of Care

The Texas Department of Aging and Disability Services (DADS), Contract Oversight Support (COS) unit began piloting a new contract monitoring tool for MDCP in 2008. During the pilot, COS identified that MDCP providers were not keeping appropriate documentation in the service delivery record. *Texas Administrative Code (TAC) 40, Part 1, Chapter 51, §51.509 (Claims and Service Delivery Records)* states that the MDCP provider must ensure that the service delivery record contains a copy of the individual plan of care (IPC) and documentation supporting the claim for the services delivered. This includes the following forms (if applicable):

- 2065-C - Notification of Ineligibility or Suspension
- 2401 – Qualified Income Trust (QIT) Co-Payment Agreement
- 2410 – Medical-Social Assessment and Individual Plan of Care
- 2411 – Interim Plan of Care
- 2412 – Individual Plan of Care/Budget Revision
- 2414 – Adjunct Support Authorization
- 2415 – Respite Services Authorization
- 2416 – Minor Home Modifications and Adaptive Aids Authorization

Effective immediately, MDCP case managers will begin sending copies of the IPC, which could be either Form 2410, 2411 or 2412, to the MDCP provider at the time of the initial assessment, annual reassessment or whenever an interim plan of care or budget revision is completed. The MDCP provider must ensure that these documents are included in the service delivery record.

If you need additional information, please contact the MDCP Program Specialist at (512) 438-3015.

Sincerely,

[signature on file]

Michelle Dionne-Vahalik
Director
Community Services

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