



INTERIM COMMISSIONER
Jon Weizenbaum

December 1, 2009

To: Community Based Alternatives (CBA) Home and Community Support Services Agencies (HCSSAs) and Integrated Care Management Waiver (ICMW) HCSSAs

Subject: Information Letter No. 09-53
STAR+PLUS Waiver (SPW) Consumers Transferring into the CBA and ICMW Programs

This letter informs provider agencies of how to address concerns regarding documentation requirements for SPW consumers transferring into the CBA or ICMW programs.

Some CBA and ICMW providers are reluctant to accept a SPW consumer without first obtaining documentation from either the losing SPW provider agency or the STAR+PLUS Health Maintenance Organization (HMO) that is consistent with information providers would receive in a transfer packet from a non-SPW consumer. CBA and ICMW transfer packets include [Form 3671-1](#) and [Form 3671-2](#), Individual Service Plan, and as many of the following forms as are applicable to the consumer's service plan:

- [Form 2060](#), Consumer Needs Assessment Questionnaire and Task/Hour Guide;
- [Form 2060-A](#), Addendum to Form 2060 for Personal Assistance Services;
- [Form 3671-B](#), Therapy Service Authorization;
- [Form 3671-C](#), Nursing Service Plan;
- [Form 3671-D](#), CBA Minor Home Modifications;
- [Form 3671-E](#), Adaptive Aids and Medical Supplies;
- [Form 3671-F](#), Rationale for Adaptive Aids, Medical Supplies, Dental Services and Minor Home Modifications;
- [Form 3671-H](#), Dental Services;
- [Form 3671-J](#), Dental Services – Proposed Treatment Plan;
- [Form 8598](#), Individual Service Plan (ISP) – Non-Waiver Services; and
- [Form 8604](#), Transition Assistance Services (TAS) Assessment and Authorization.

Home and community support services agencies (HCSSAs) have also advised that it would be helpful for SPW provider agencies or the STAR+PLUS HMO to identify the company providing medical supplies to the SPW consumer. This information is critical to ensure that the losing SPW provider agency or STAR+PLUS HMO coordinates the continuity of the SPW consumer's care with the gaining CBA or ICMW HCSSA.

DADS has consulted with the Health and Human Services Commission (HHSC) and confirmed that a STAR+PLUS HMO transfer packet for SPW consumers includes Forms 3671-1, 3671-2, and the necessary supporting documentation to justify the services authorized on the SPW ISP, even if that supporting documentation is not recorded on the DADS forms previously identified in this letter. CBA and ICMW HCSSAs should contact the DADS STAR+PLUS Support Unit (SPSU) if the SPW transfer packet does not include the necessary supporting documentation. DADS has established SPSU policies and procedures for obtaining the necessary information from the STAR+PLUS HMO.

Procedures for SPW Consumers Transferring into the CBA and ICMW Programs

To facilitate a smooth transition of SPW consumers, DADS has modified its procedures for transferring SPW consumers into CBA/ICMW. Please refer to the Case Managers Community Based Alternatives Handbook, Section 6332, Consumers Moving Out of a STAR+PLUS Area and to the Case Managers Community Based Alternatives Handbook, [Section 7332.1, Transition from the STAR+PLUS Waiver \(SPW\) to the Integrated Care Management Waiver \(ICMW\)](#), to review applicable procedures. CBA providers should follow the policy processes indicated in the CBA Provider Manual, [Section 3100, Intake/Screening](#), and [Section 3200, CBA Enrollment Process](#), for facilitating the transfer of SPW consumers into the CBA and ICMW programs.

If you have questions regarding a case action, please contact the SPSU for your region at the number listed below.

Region 06	(713) 767-2181
Region 07	(979) 830-6137
Region 08	(210) 337-3128
Region 11	(361) 878-3432

If you have questions regarding HHSC STAR+PLUS policies and procedures, please contact the STAR+PLUS Project Specialist, DJ Johnson, at (512) 491-1301.

If you have questions regarding this letter, please contact the CBA policy specialist at (512) 438-3015. All forms referenced in this letter are available on the DADS website at: <http://www.dads.state.tx.us/forms/>.

Sincerely,

[signature on file]

Tommy Ford
Director
Community Services

TF:ss