



COMMISSIONER  
Chris Traylor

April 9, 2010

To: Adult Day Care Facilities (ADCs), Assisted Living Facilities (ALFs), Home and Community Support Services Agencies (HCSSAs), Intermediate Care Facilities for Persons with Mental Retardation or Related Conditions (ICFs/MR) and Nursing Facilities (NFs)

Subject: **Provider Letter 10-07** – Electronic Notifications (**replaces Provider Letters #06-46 and #06-31**)

The purpose of this letter is to remind you that the Department of Aging and Disability Services (DADS) Regulatory Services division no longer distributes printed program notifications to service providers. There are two options available to you to receive Regulatory Services notifications.

1. One option is to **regularly visit** the "Resources for DADS service providers" website at <http://www.dads.state.tx.us/providers>. All program areas are represented on this page. Select your specific program from the tabs on the left, then scroll to the "Communications" portion of the page and you will find a list of the different notifications, including alerts, bulletins, provider letters, handbook revisions, etc.
2. A second option is to sign up to receive free e-mail notifications on the DADS website at [www.dads.state.tx.us](http://www.dads.state.tx.us). The middle of the main page has a tab that reads "E-mail Updates." Click this tab and you will begin the selection process to receive Regulatory Services provider alerts, bulletins, letters and any other topics of interest. The system gives you the option to receive notifications immediately, daily or weekly. You will receive an e-mail notification when DADS posts new information about the topic(s) selected.

You are responsible for being up-to-date on information related to your facility or agency. Updates are made on a daily basis or as necessary.

There are limited instances when a provider may be given an exemption from the methods of notification listed above. ALFs, ADCs, ICFs/MR and HCSSAs may ask for an exemption because they are not required to have Internet capabilities to communicate with DADS. NFs may not ask for an exemption because their rules require Internet access.

If your program type does not have this requirement and you are unable to access notifications using the options listed above, you may request an exemption from this process. Complete the attached form and return it to DADS for consideration and approval. Please make only one request per facility or agency.

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

Sincerely,

*[signature on file]*

Veronda L. Durden  
Assistant Commissioner  
Regulatory Services

VLD:dlm

**Exemption from Electronic Notifications Request**

Facility/Agency ID #: \_\_\_\_\_

Facility/Agency Name: \_\_\_\_\_

Facility/Agency Address: \_\_\_\_\_

Date: \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Send only one request per facility or agency. Send the completed form to:

Department of Aging and Disability Services  
Attn: Policy, Rules and Curriculum Development Unit  
MC E-370  
Exemption from Electronic Notifications Request  
701 West 51<sup>st</sup> Street  
Austin, TX 78751

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For DADS use only:

Check one:                      Approved      \_\_\_\_\_                      Denied      \_\_\_\_\_

Signature      \_\_\_\_\_      Title      \_\_\_\_\_

Date:      \_\_\_\_\_