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September 5, 2003

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To: Medicaid Hospice Providers

Subject: Long Term Care (LTC)

Revised Medicaid Hospice Information Letter No. 03-03

Discontinuation of Printed Versions of Medicaid Hospice Information Letters, Policy Clarifications, and Handbook Revisions

The Texas Department of Human Services (DHS) gave the web address for policy clarifications and information letters after February 1, 2003, in error. Please note the change below. DHS apologizes for any inconvenience this may have caused you.

Effective January 1, 2004, DHS will discontinue the mailing of printed versions of Medicaid hospice policy clarifications, information letters and handbook revisions. These items will be available only on the Internet.

As of February 1, 2003, all policy clarifications and information letters are available at:

<http://www.dhs.state.tx.us/programs/communitycare/>

All policy clarifications and information letters **prior to** February 1, 2003 are available at:

<http://www.dhs.state.tx.us/providers/ltc-policy/index.html>.

All handbook revisions for Medicaid Hospice Provider Manual and forms and instructions are available at:

<http://www.dhs.state.tx.us/handbooks/providers/index.htm>

All handbook revisions for Chapter 30 Medicaid Hospice Program Standards are available at: <http://www.dhs.state.tx.us/publications/index.html#hb>.

For six months after the date of this letter, DHS will provide printed versions of Medicaid hospice policy clarifications and information letters to any provider that requests these letters. After the initial six-month period, this courtesy will cease and providers will be responsible for accessing all policy letters, clarifications and handbook revisions via the Internet.

To request printed versions of policy letters during this six-month period, please submit a written request to the following address:

Maxcine Tomlinson
Medicaid Hospice Program Specialist
Texas Department of Human Services
P.O. Box 149030
Mail Code W-521
Austin, Texas 78714-9030

The request must include the following information:

- Contact Name
- Provider Name
- Medicaid Contract Number
- Complete Mailing Address
- What printed material is being requested

Please note that providers remain responsible for ensuring they have incorporated any policy changes or information letters into their own procedures.

An electronic version of this letter can be accessed at:

<http://www.dhs.state.tx.us/programs/communitycare/>

If you have any questions, please contact Maxcine Tomlinson, Medicaid Hospice Program Specialist at (512) 438-3169.

Sincerely,

Signature on file

Marilyn Eaton
Lead Director
Long Term Care Services

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