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July 18, 2003

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To: CBA Home and Community Support Services (HCSS) Agencies
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Primary Home Care (PHC) Agencies
Programs of All-Inclusive Care for the Elderly (PACE) Agencies
Special Services to Persons with Disabilities (SSPD) Agencies

Subject: Long Term Care (LTC)
Information Letter No. 03-12
IMPORTANT: Year-End Closing (Cut-Off) Dates/Miscellaneous Claims

This letter provides information about **FIVE** (5) very important issues:

- 1) The Texas Department of Human Services (DHS) Fiscal Management Year-End Closing

DHS will perform Year-End Closing (Cut-off) of the Fiscal Management Information System (FMIS); the current payment processing system from **Friday, August 22, 2003 through Monday, September 1, 2003**. Payments will **NOT** be processed, during this "down-time" period of six (6) business days, for normal year-end processing procedures and transitioning to a new financial management system.

2) Health and Human Services Administrative System

On **September 2, 2003**, DHS will be implementing the Health and Human Services Administrative System (HHSAS) for processing payments and other financial transactions. HHSAS Financials is replacing FMIS and several other legacy systems. Beginning **September 2, 2003**, all DHS payments will be processed through HHSAS Financials.

3) State Comptroller Year-End Closing

As part of normal, year-end processing procedures, the State Comptroller will not process claims from **Friday, August 29, 2003 through Monday, September 1, 2003**. Since DHS will not process payments from **August 22, 2003 through September 1, 2003**, the State Comptroller will **NOT** be able to process claims from DHS from **August 22, 2003 until September 2, 2003**.

4) New Fiscal Year/Miscellaneous Claims

This information letter is also to remind you that **September 1, 2003** starts a new Fiscal Year.

Any claims for **FY 01 (9/1/00 – 8/31/2001)** not received by NHIC by **NOON on August 20, 2003** will be processed as Miscellaneous.

Claims identified as Miscellaneous must also be approved by the Texas Legislature if:

- a) They exceed \$25,000;
- b) Aggregate of claims to be paid to the same Texas Identification Number exceeds \$25,000;
- c) A claim is for services performed more than four (4) years ago.

Reference CMS Information Letter No. 2001-02, Miscellaneous Claims, for further information on this subject.

5) Claims for Different Fiscal Years

Provider agencies must not combine in the same claim any line item details for services provided in different State fiscal years. Thus, since September 1st is the beginning of the State fiscal year, two (2) claims are required in the following example when a client receives services during August and September:

- The first claim should include services provided during 8/16/2003 – 8/31/2003 as one line item;

- A second/separate claim should include services provided during 9/1/2003 – 9/15/2003 as another line item (reflecting the start of the new fiscal year).

Impact: Line items combined in the same claims will be denied.

To summarize:

- **Down-time period is from** Friday, August 22, 2003 through Monday, September 1, 2003;
- Any claims for FY 01 (**9/1/00 – 8/31/2001**) not received by NHIC by **Noon** on **August 20, 2003** will be processed as Miscellaneous; and

To ensure that claims are processed prior to the cut-off period:

- paper submitter providers need to ensure that claims are **received** by NHIC **no later than NOON on Monday, August 18, 2003**; and
- electronic submitter providers should **submit** claims to NHIC **no later than NOON on Wednesday, August 20, 2003**.

Claims submitted after these dates will be processed by NHIC but will not be processed for payment by DHS and/or the Comptroller Office until **September 2, 2003**.

Contact your regional contract manager if you have questions about this information letter.

Sincerely,

Signature on file

Becky Beechinor
Assistant Deputy Commissioner
Long Term Care Services

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