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January 2, 2004

To: Community Care for the Aged and Disabled (CCAD) Primary Home Care Providers

Subject: Long Term Care (LTC)
Information Letter No. 04-01
Time Limited Medical Need

Form 3052, Primary Home Care Practitioner's Statement of Medical Need, was revised November 3, 2003 to remove the entire section relating to time limited services. The instructions to the form now state that the practitioner must put in comments if the client requires only time limited services.

Since time limited services are not often requested, there are special procedures for handling the request. The following are the procedures for provider agencies handling an indication of need for time limited services:

1. When a 3052 is received by the provider agency indicating a need for time limited services, the provider agency will send a copy of Form 3052 along with the other required forms to the Texas Department of Human Services (DHS) Regional Nurse.
2. The DHS Regional Nurse will complete the authorization for services and enter an end date on Form 2101.
3. If the client wishes to continue primary home care (PHC) or community attendant (CA) services after the end date entered by the Regional Nurse, the case manager will send a new referral to the provider agency. The provider agency must treat this referral as any initial, including obtaining a new Form 3052.
4. The provider agency sends this new Form 3052 along with the other required forms to the DHS Regional Nurse and the Regional Nurse will process the authorization for ongoing services or begin the time limited procedures again.
5. The provider agency sends the new Form 3052 to the DHS Regional Nurse and the Regional Nurse will process the authorization for ongoing services or begin the time limited procedures again.
6. If the practitioner refuses to sign Form 3052 for PHC or CA services, the case manager will screen the client for FC services and either refer or place on the Family Care Interest List.

Please contact your contract manager if you have questions regarding this letter. Contract managers should contact Sarah Hambrick at (512) 438-2578.

Sincerely,

Signature on file

Marilyn Eaton
Director
Long Term Care Services

ME:ck