



COMMISSIONER
James R. Hine

January 25, 2006

To: Community Living Assistance and Support Services (CLASS) – Case Management Agencies (CMAs) Serving Hays and Travis Counties
Deaf-Blind with Multiple Disabilities (DBMD) Program Providers Serving Hays and Travis Counties

Subject: Information Letter 06-10 -- New Medicaid Eligibility System Pilot
CLASS and DBMD Providers

On January 20, 2006, the Health and Human Services Commission began piloting a new system for Medicaid eligibility determinations in Hays and Travis counties. Under this new eligibility system, a Call Center will process Medicaid applications for individuals who are not currently Medicaid recipients. The new eligibility system will use a new application form called "Integrated Application" (Form H1010).

Due to the new eligibility system, the Department of Aging and Disability Services (DADS) is implementing new procedures to process enrollments into the CLASS and DBMD Programs. **These new procedures only apply to applicants for CLASS and DBMD in Hays and Travis counties who are not current Medicaid recipients.** Current procedures should be followed for applicants enrolling in CLASS or DBMD who are current Medicaid recipients.

CLASS CMAs and DBMD case managers should take the following steps to facilitate Medicaid eligibility determinations for an applicant who is applying under the new eligibility system:

- Provide the applicant or their representative with form H1010.
- Assist the applicant or their representative with completion of the form H1010 if needed.
- Obtain the completed signed form H1010 from the applicant or their representative.
- Write "DBMD Application" or "CLASS Application" across the top of the form H1010.
- Write the date you obtained the signed form H1010 in the upper right hand corner of the completed form H1010.
- FAX the form H1010 to (512) 438-4380.
 - Address the cover sheet to the attention of "DADS Claims Management, Claims Support Unit."
 - Form H1010 must be faxed within 24 hours of receipt, or by the next business day.
- Follow normal procedures for submitting Levels of Care and Individual Service Plans for approval.

A case manager can check the status of a pending application (form H1010) that was filed through the new eligibility system by calling 2-1-1 and following prompts to reach a customer service representative (currently those prompts are 1-2-1-2-2.)

Information Letter 06-10
January 25, 2006
Page 2

A supply of English and Spanish versions of form H1010 have been sent to all CLASS CMA's and DBMD provider agencies that are contracted to provide services in Hays and Travis counties. Your agency should already have them upon receipt of this letter. If you have not received a supply of the form H1010, please contact the CLASS or DBMD program specialist listed below.

If you have questions about this notice, CLASS providers contact Carolyn Fleming at (512) 438-3078 and DBMD providers contact Cindy Eilertson at (512) 438-2622.

Sincerely,

[signature on file]

Kim Wedel
Section Director
Community Services

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c: CLASS Direct Services Agencies Serving Hays and Travis Counties