



COMMISSIONER  
Adelaide Horn

March 1, 2006

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

Subject: Information Letter 06-19: New Medicaid Eligibility System and Change in Determining Effective Date for Individual Service Plan

On March 16, 2006, the Health and Human Services Commission begins implementing a new system for Medicaid eligibility determinations in Texas. 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). The new eligibility system will require a change in determining the Individual Service Plan effective date for CLASS or DBMD applicants that do not have Supplemental Security Income (SSI).

#### New Medicaid Eligibility System

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.

- If the CLASS or DBMD applicant receives Supplemental Security Income (SSI), then current procedures for program enrollment apply.
- If the CLASS or DBMD applicant does not have Supplemental Security Income (SSI), the CLASS CMAs and DBMD case managers should take the following steps to facilitate Medicaid eligibility determinations:
  1. Provide the applicant or their representative with form H1010.
  2. Assist the applicant or their representative with completion of the form H1010 if needed.
  3. Obtain the completed signed form H1010 from the applicant or their representative.
  4. Write "DBMD Application" or "CLASS Application" across the top of the form H1010.
  5. Write the date you obtained the signed form H1010 in the upper right hand corner of the completed form H1010.
  6. 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.

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 the prompts. You will need the "application number" in order to obtain information on the pending application. When an application has been received in the new eligibility system, the applicant receives an acknowledgement letter that asks for financial verifications and provides the "application number".

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. If you do not receive a supply of the form H1010, please contact the CLASS or DBMD program specialist listed at the end of this letter.

#### Change in Determining Effective Date for Individual Service Plan

For CLASS or DBMD applicants that do not have SSI, the process to determine the negotiated start date of services as noted in the Effective Date field of the Individual Service Plan (ISP) has changed. Please note the following:

- CLASS and DBMD case managers should project a start date of services **at least thirty (30) calendar days** after the Interdisciplinary Team meeting. This projected start date should be entered into the effective date field of the ISP. There is no change in submission of ISPs to DADS.
- **CLASS or DBMD program services should not be initiated until case managers receive the authorized ISP from DADS.**
- After submission of the ISP to DADS, if a revision in the projected effective date is required based on information in the new Medicaid eligibility system, DADS Claims Support Unit staff will **revise** the projected effective date to be the effective date of Medicaid eligibility determination.
- DADS Claims Support Unit staff will fax the authorized ISP to the CLASS or DBMD case manager. If the effective date of the ISP has been revised, this will be noted on the faxed ISP.
- Review the effective date on the ISP for any revisions by DADS staff.
- CLASS or DBMD program services must be initiated within 7 days of the revised effective date of the authorized ISP.

This change in determining the effective date of an ISP applies only to new applications, not to service plan changes or annual reassessments.

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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