



COMMISSIONER
Adelaide Horn

October 25, 2006

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

Subject: Information Letter 06-93 – Coordinating Enrollments when New Enrollees are Currently Receiving Other Department of Aging and Disability Services (DADS)

A new procedure has been established to assist CLASS and DBMD case managers in coordinating service delivery when a CLASS or DBMD applicant is already enrolled in another community service program. An applicant's enrollment in other community services programs must be ended before the CLASS or DBMD enrollment can be finalized. If a new enrollee is receiving other DADS services at the same time as CLASS/DBMD services it can result not only in a delay of the applicant's enrollment in the CLASS or DBMD program, but also in a delay in the provider agency's reimbursement for services provided during that period. In some cases, services provided during the period may not be reimbursed.

The new procedure is as follows:

- When DADS Access and Intake staff notifies CLASS and DBMD providers of their selection by an applicant, the notification will indicate if the applicant is receiving services from another community services program.
- If the applicant is approved for CLASS or DBMD services, the CLASS/DBMD case manager will then contact the nearest DADS regional office to locate the appropriate case manager in order to coordinate service delivery begin and end dates for the program change. In this way the case manager can ensure that services are terminated in the previous community services program before services start in the CLASS or DBMD program.

Below is the website for locating the nearest DADS office. The CLASS or DBMD case manager enters the applicant's city, county or zip code, at which point the telephone number of the nearest DADS regional office is displayed. http://www.dads.state.tx.us/contact/dads_offices.cfm

At the present time, the notification by Access and Intake will not indicate whether an applicant is currently enrolled in either the Home and Community-based Services (HCS) or the Texas Home Living (TxHmL) Program. If the CLASS/DBMD case manager suspects that the applicant may be currently enrolled in either of these programs, she/he may contact a Program Consultant at one of the phone numbers below.

The CLASS/DBMD case manager will provide the applicant's name, date of birth, Medicaid number, and county of residence.

The CLASS/DBMD case managers may contact one of the following people:

Sean Ivie	512 438-4278
Carolyn Fleming	512 438-3078
Carol Griebel	512 438-2622
Claudia Mansbridge	512 438-2232
Bob Scott	512 438-4481
Patricia Herrin	512 438-4128

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

Sincerely,

[signature on file]

Scott Schalchlin, M.Ed., J.D.
Director
Community Services

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c: CLASS Direct Services Agencies