

MEMORANDUM

Department of Aging and Disability Services Regulatory Services Policy * Survey and Certification Clarification

TO: Regulatory Services
Regional Directors and State Office Managers

FROM: Veronda L. Durden
Assistant Commissioner
Regulatory Services

SUBJECT: Alert: Release of PL 06-12 – HCSSA Provider Self-reports of Abuse, Neglect, and Exploitation and Provider Investigation Report Form (DADS Form 3613) – **S&CC #06-06**

APPLIES TO: Home and Community Support Services Agencies (HCSSA)

DATE: May 4, 2006

On June 1, 2006, amended 40 Texas Administrative Code (TAC) Chapter 97 rules for HCSSA go into effect that change the process and time frames for notifying the Department of Aging and Disability Services (DADS) and the Department of Family and Protective Services (DFPS) about allegations of reportable conduct by agency employees, contractors, and volunteers.

A Provider Letter (PL 06-12) has now been released that describes in detail the required procedures for HCSSAs to make these self-reports. The form to be used to document these reports (DADS Form 3613) and the instructions to complete the form were attached to PL 06-12. PL 06-12 contains a lot of information. Please review it carefully and in its entirety. HCSSAs are expected to be in compliance with the amended rules, including new requirements for self-reports, on June 1, 2006.

DADS Form 3613 may also be viewed and downloaded in Word or PDF formats at: http://www.dads.state.tx.us/business/ltr/forms/other_forms.html.

All Provider Letters, including PL 06-12, may be viewed at: <http://www.dads.state.tx.us/business/ltr-policy/communications/providerletters/index.cfm>.

If you have questions about this memorandum, please contact Ric Zimmerman, HCSSA Policy Program Specialist, at (512) 438-3701 or Rosalind Nelson-Gamblin, HCSSA Rules Program Specialist, at (512) 438-3158.