



COMMISSIONER
Adelaide Horn

April 2, 2007

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

Subject: Information Letter No. 07-14
Additional Information for Coordinating Enrollments when new Enrollees are Currently
Receiving Assistance from Other Department of Aging and Disability Services (DADS)

DADS established a new procedure described in Information Letter 06-93 to assist CLASS and DBMD case managers in coordinating transition of service delivery when a CLASS or DBMD applicant is enrolled in another community service program. This new procedure stated that DADS Access and Intake staff would notify CLASS and DBMD providers if the applicant was receiving services from a community services program on the selection notice CLASS and DBMD case managers receive. The new procedure also provided a website for CLASS/DBMD case managers to locate the nearest DADS regional office to coordinate service delivery begin and end dates for the program change when the applicant is approved for CLASS or DBMD services.

Effective February 19, 2006, DADS Regional and Local Services Interest List staff began to provide the case manager's name and phone number to the applicant's assigned provider. This information is included in the provider selection notice sent to CLASS and DBMD case managers. The CLASS or DBMD case managers should contact the DADS case manager to coordinate service delivery begin and end dates. An applicant's enrollment in other community services programs must be ended before the CLASS or DBMD enrollment can be finalized.

At this time, the notification by Regional and Local Services Interest List staff 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. Refer to the Information Letter 06-93 for instructions on what to do if the CLASS/DBMD case manager suspects that the applicant may be currently enrolled in either of these programs.

If you have any 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