



COMMISSIONER  
Adelaide Horn

April 30, 2009

To: Community Based Alternatives (CBA) Home and Community Support Agencies (HCSSAs) and Assisted Living/Residential Care (AL/RC) Providers

Subject: Information Letter No. 09-51  
Revised Form 3671-C, Nursing Service Plan, to Document Assisted Living (AL) Services - Personal Care 3 (PC 3) Setting Eligibility

This letter informs provider agencies that the Texas Department of Aging and Disability Services (DADS) has modified [Form 3671-C, Nursing Service Plan](#). Specifically, DADS has revised Section V.2 of the form to enable HCSSA nurse assessors to recommend nursing services in relation to the CBA consumer's potential eligibility for assisted living services in a PC 3 setting.

The AL-PC 3 setting is an AL setting that is only available in the CBA Program. The setting must meet the requirements detailed in [Texas Administrative Code, Title 40, Part 1, Chapter 46, Subchapter B, Rule §46.13](#), including:

- the facility must be licensed for 4 to 16 beds in a residential care non-apartment setting and must provide 60% or more of its CBA consumers with a single occupancy bedroom;
- the facility must maintain a minimum staffing ratio of one direct care staff member for every four consumers, during the day and evening shifts; and one direct care staff member for every eight clients, during the night shift; and
- sixty percent or more of the total consumers served each month must require one-to-one staff assistance in one or more of the following activities of daily living:
  - transferring;
  - eating; or
  - toileting.

The HCSSA nurse assessor currently uses Form 3671-C to:

- provide a worksheet for the initial development of the individual service plan (ISP);
- identify nursing tasks to be delegated, directly provided or provided through Medicare, other third-party resources, family, and other informal support;
- project hours per month required to perform nursing tasks, including delegated nursing tasks;
- request delegation and training hours; and

- recommend to the CBA case manager:
  - if the consumer can be left unsupervised for up to three hours at a time; and,
  - the level of Adult Foster Care (AFC) home placement.

The HCSSA nurse also uses Form 3671-C when a Consumer Directed Services (CDS) consumer chooses to self-direct nursing tasks delegated to the Personal Assistance Services (PAS) attendant, but will not self-direct nursing tasks. The HCSSA nurse will use Form 3671-C, Alternate, when the consumer will use the CDS option for nursing, or nursing and PAS, or when the consumer requires specialized nursing.

Effective with the posting date of this letter, HCSSA nurse assessors may use either the previous version of Form 3671-C or use the revised form. Effective July 1, 2009, HCSSA nurse assessors must use the revised Form 3671-C to perform the same tasks as above and to also complete Section V.2, Recommendations, to indicate whether the PC 3 level is appropriate for the consumer. DADS established the July 1, 2009, date to enable HCSSAs time to exhaust supplies of previous versions of this form.

The AL-PC 3 rates are available on the Texas Health and Human Services Commission Rate Analysis Department website at:

<http://www.hhsc.state.tx.us/medicaid/programs/rad/LtcSvs.html>.

For information or questions pertaining to the AL-PC 3 rates, please contact Sarah Hambrick at (512) 491-1431 or by e-mail at [sarah.hambrick@hhsc.state.tx.us](mailto:sarah.hambrick@hhsc.state.tx.us).

If you have questions regarding this letter, please contact the CBA policy specialist at (512) 438-3015. All forms referenced in this letter are available on the DADS internet at:

<http://www.dads.state.tx.us/forms/>.

Sincerely,

*[signature on file]*

Tommy Ford  
Interim Director  
Community Services

TF:ss