



COMMISSIONER
Adelaide Horn

April 23, 2009

To: Integrated Care Management (ICM) Home and Community Support Services Agencies (HCSSAs)

Subject: Information Letter No. 09-52
ICM 1915(c) Waiver (ICMW) – Quarterly Nursing Assessments

The Texas Health and Human Services Commission (HHSC) and Evercare have agreed to end the contract for the ICM program. While the ICM contract with Evercare is ending, the ICMWs will continue to operate in the ICM service areas; however, the Texas Department of Aging and Disability Services (DADS) will assume operating responsibilities, including case management, for these waivers. The purpose of this information letter is to inform ICM-HCSSAs of important ICMW program changes in relation to quarterly nursing assessments.

Effective September 1, 2009, DADS will require ICM-HCSSAs to perform quarterly nursing assessments on ICMW consumers. The quarterly nursing assessment can be performed in conjunction with any type of home visit, including the annual reassessment nursing visit or when the registered nurse (RN) is doing a supervisory visit for a participant receiving delegated nursing tasks. DADS will amend the ICM 1915(c) waivers and the ICM 1915(c) waiver program rules at *40 Texas Administration Code (TAC), Part 1, Chapter 53, ICM 1915(c) Waiver Services*, to reflect this requirement as well as related procedures outlined in this letter. DADS will also revise the Contract Oversight and Support Contract and Fiscal Compliance Monitoring Tools to incorporate this requirement and procedures outlined in this letter.

Implementation Timeframes for Quarterly Nursing Assessments

- ICM-HCSSAs are required to initiate quarterly nursing assessments for current ICM waiver consumers within 90 days of September 1, 2009.
- ICM-HCSSAs are required to initiate quarterly nursing assessments for new ICM waiver consumers within 14 days of the waiver service initiation date,
- ICM-HCSSAs may not perform quarterly nursing assessments any earlier than 80 calendar days from the previous quarterly assessment or no later than 100 calendar days from the last quarterly assessment, and
- gaining ICM-HCSSAs are required to perform the first quarterly nursing assessment within 14 calendar days of the consumer's transfer effective date.

The quarterly nursing assessment does not replace the Medical Necessity/Level of Care (MN/LOC) Assessment. ICM-HCSSAs must still use the MN/LOC assessment to determine medical necessity at the time of pre-enrollment and annually thereafter.

Procedures for Completing Quarterly Nursing Assessments

ICM-HCSSAs will use [Form 3751](#), Community Based Alternatives (CBA) Quarterly Nursing Assessment; [Form 3751-A](#), CBA Quarterly Nursing Assessment Attachment; and, [Form 3752](#), Evaluation of RN Quarterly Visit, to perform the quarterly assessments. Prior to the September 1, 2009, effective date, DADS will revise these forms to include references to both CBA and ICM waiver programs. ICM-HCSSAs should retain completed assessments in each ICMW consumer's case record and should not send copies of the assessments to the DADS case manager. The ICM-HCSSA nurse should use the results of the

assessments to develop the nursing plan of care and initiate appropriate interventions. In addition, the ICM-HCSSA nurse should consult with the Adult Foster Care and Assisted Living Service providers to obtain information regarding the ICMW consumer's current condition and service plan.

As stipulated on Page 4 of [Information Letter 02-06, Change to Approval Process for Adaptive Aids/Medical Supplies](#), a HCSSA must send Form 2067, Case Information, to the DADS case manager within seven calendar days of performing a Quarterly Nursing Assessment, even if no service plan changes are required. Form 2067 must indicate the date of the Quarterly Nursing Assessment and if changes are being requested or not.

DADS will reimburse ICM-HCSSAs for the number of RN hours used to perform each quarterly assessment on and after September 1, 2009. DADS case managers will authorize eight hours annually on [Form 3671-C](#), Nursing Service Plan, page 2, at the time of enrollment and annual reassessment to cover time spent completing the quarterly reassessments. The ICM-HCSSA will be entitled to reimbursement when a fifth quarterly nursing assessment results within the Individual Service Plan (ISP) year, if the visit was done within the required timeframes.

To ensure that each current ICMW ISP includes a sufficient number of nursing hours for quarterly assessments, DADS will automatically add eight hours to each existing ICMW nursing authorization on or after May 28, 2009. Effective with new ICMW ISPs authorized on or after that automatic conversion date, DADS case managers will include the eight hours allocated for quarterly nursing assessments, following Form 3671-C completion procedures.

ICM Contact Information

- For assistance regarding ICM members who are *currently* receiving ICM-LTSS, please call Evercare at 1-866-915-6474 or TDD-800-735-2989 **through May 31, 2009**. After that date, please call the assigned DADS case manager.
- For information regarding ICM-LTSS contracts, please contact DADS Community Services Contracts by:
 - phone: (512) 438-2080;
 - voicemail: (512) 438-3550; or
 - e-mail: communityservicescontracts@dads.state.tx.us.
- For information about ICM-LTSS claims, providers may call the TMHP Call Center/Help Desk at 1-800-626-4117 or 1-800-727-5436.
- For general questions about the ICM Program Transition, please call Rhonda Pratt, ICM Project Manager, at (512) 438-5813.

For published information regarding changes to the ICM program, please refer to the following HHSC and DADS websites:

HHSC

- <http://www.hhsc.state.tx.us/index.shtml>;
- <http://www.hhsc.state.tx.us/ICMMembersMoving.html>; and
- <http://www.hhsc.state.tx.us/medicaid/ICM.html>.

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DADS

- <http://www.dads.state.tx.us/> and
- <http://www.dads.state.tx.us/providers/icm/index.cfm>.

If you have any questions regarding this letter, please contact the ICM policy specialist at (512) 438-3015.

Sincerely,

[signature on file]

Michelle Dionne-Vahalik
Director
Community Services

MDV:ss