



COMMISSIONER  
Adelaide Horn

May 1, 2009

To: Community Based Alternatives (CBA) Home and Community Support Services Agencies (HCSSAs), Integrated Care Management Waiver (ICMW) HCSSAs, STAR+PLUS Waiver (SPW) HCSSAs, CBA/ICM/SPW Adult Foster Care (AFC) Providers, and CBA/ICM/SPW Assisted Living/Residential Care (AL/RC) Providers

Subject: Information Letter No. 09-57  
Revisions to Form 3671-2, Individual Service Plan (ISP), and Form 3671-C, Nursing Service Plan

This letter informs providers that the Texas Department of Aging and Disability Services (DADS) has modified Forms 3671-2, Individual Service Plan and 3671-C, Nursing Service Plan.

DADS has revised [Form 3671-2 and instructions](#) to:

- add references to ICM and SPW where needed; and
- clarify the wording in the Freedom of Choice section of Form 3671-2 to reflect that the State of Texas will not pay for the services on the Individual Service Plan (ISP) until all eligibility decisions are made and DADS has authorized waiver services.

DADS has revised the [Form 3671-C and instructions](#) to:

- incorporate changes required when the Consumer Directed Services (CDS) option was expanded to nursing services;
- add a reference to Health Maintenance Activities in Section I.A.;
- add a reference to AL/RC Personal Care 3 Level in Section V.2; and,
- add clarification to the wording in Item 15, so providers know how to enter hours in that box.

Please refer to Information Letter 09-51, Revised Form 3671-C, Nursing Service Plan, for more details about revisions to the Form 3671-C.

Effective with the posting date of this letter, providers may use either the previous versions of Forms 3671-2 and 3671-C or the revised forms that are available on the DADS website. Effective July 1, 2009, providers must use revised Forms 3671-2 and 3671-C. DADS established the July 1, 2009, date to allow providers sufficient time to exhaust current supplies of these forms.

If you have questions regarding this letter, please contact the CBA or ICM Policy Specialist at (512) 438-3015. If you have questions regarding the STAR+PLUS program, please contact the Health and Human Services Commission STAR+PLUS Project Specialist at (512) 491-1301.

Sincerely,

*[signature on file]*

Tommy Ford  
Interim Director  
Community Services

TF:ss