



COMMISSIONER  
Chris Traylor

May 20, 2010

To: Community Based Alternatives (CBA) Home and Community Support Services Agencies (HCSSAs)  
Consolidated Waiver Program (CWP) Providers  
Integrated Care Management 1915 (c) Waiver (ICMW) Providers  
Medically Dependent Children Program  
Program of All-Inclusive Care for the Elderly (PACE)  
STAR+PLUS Providers

Subject: Information Letter No. 10-44  
Long Term Care (LTC) Online Portal Enhancements for Community Services Waiver Programs: Effective May 21, 2010

This letter is to inform Community Services Waiver providers that effective May 21, 2010, the following enhancements will be made to the Long Term Care (LTC) Online Portal.

Enhancement #1. Medical Necessity and Level of Care (MN and LOC) Significant Change in Status Assessment

MNLOC Significant Changes in Status Assessment (SCSA) AA8a=3 will no longer be accepted by the Texas Medicaid and Healthcare Partnership (TMHP) LTC Online Portal if there is no record in the LTC Online Portal of a previously approved Medical Necessity (MN) determination for either an MN and LOC Assessment or a Minimum Data Set (MDS) Assessment for the individual within the last 365 days. The following error message will be displayed:

***“The SCSA cannot be accepted. No previous MN on file for client within past 365 days. Please submit Initial or Annual assessment.”***

If the latest MN and LOC Assessment for an individual is found to be within the 365-day limit and is set to one of the following Pending statuses

- Pending Nurse Review;
- Pending Denial;
- Denial Inventory;
- Pending Doctor Review;

then the following error message will be displayed and a draft of the MN and LOC Assessment can be saved for later submission:

***“The SCSA cannot be accepted. The final decision has not been made on your previously submitted Initial or Annual assessment for this client. You may save this SCSA as a draft for submission at a later date.”***

Enhancement #2. Additional fields on the MN and LOC Assessment will auto populate

Currently, when a valid combination of data is entered in the “Recipient” section of the Submit Form page, the system auto populates the following fields on the MN and LOC:

- Individual Name (AA1a, AA1b, AA1c, AA1d)
- Birth Date (AA3)

- Social Security Number (AA5a)
- Medicare Number (AA5b)
- Medicaid Number (AA7)
- Individual Name (A1a, A1b, A1c, A1d) \*
- DADS Vendor/Site ID Number (S2a) \*
- Contract/Provider Number (S2b) \*
- NPI Number (S2d) \*

With this release the following additional fields will now be populated when using the auto-populate feature:

- Individual Address (S1d)
- City (S1e)
- State (S1f)
- ZIP code (S1g)

All of the fields above, with the exception of those denoted with an asterisk, will be editable after being auto-populated.

### Enhancement #3. Medication Certification Checkbox has been added

To assist in obtaining pertinent information related to the Medical Necessity Determination process, providers will now be required to attest to the medication information located on the MN and LOC Assessment. A Medication Certification checkbox has been added to Section U to attest that the information has been entered appropriately or that the individual takes no medications.

The information in Section U will be retained when a user saves an assessment as a draft and re-opens it or corrects the assessment. The checkbox information will be cleared if a user creates a new template, forcing the user to check the box again. (Note: The medications entered will be retained, eliminating the need for all medications to be re-entered. If there has been a change in the medications received by the individual, the user must make the corresponding change to Section U.)

If a user attempts to submit the assessment without checking the Medication Certification checkbox, the following error message will be displayed:  
***“Section U Medication Certification checkbox has not been selected.”***

For questions regarding these updates, please contact Texas Medicaid & Healthcare Partnership (TMHP) at 1-800-626-4117, Option 1.

Sincerely,

[signature on file]

Gordon Taylor  
DADS Chief Financial Officer

GT:mgm