Date: September 6, 2018

To: Financial Management Services Agencies

Subject: Information Letter No. 18-10 FMSA Changes to Billing Procedures Effective September 15, 2018

The purpose of this letter is to notify current and prospective financial management services agencies (FMSAs) providing services to individuals in the Home Community-based Services (HCS) and Texas Home Living (TxHmL) waivers of changes to the FMSA billing procedures that will be effective September 15, 2018.

Services provided in the Consumer Directed Services (CDS) option in the HCS and TxHmL waivers are billed in dollars instead of units using the Client Assignment and Registration (CARE) system. The CARE system currently converts the dollar amount entered into units of service using a rounding method that is applied every time an FMSA bills for services provided in the CDS option.

Effective September 15, 2018, the CARE system will use a modified rounding method. Under this method, the total dollar amount of all entered claims for each service authorized for the current IPC year will be converted into units of service and then rounded up to the nearest quarter unit. The dollar value of the calculated amount of units will then be deducted from the individual’s available funds. This revised rounding method provides a more precise calculation of the service units billed.

Additionally, all previous IPCs that have not expired and any outstanding claims that are eligible for submission will be re-calculated using this methodology. No action on the part of FMSAs is necessary to implement the update to the CARE system.

For questions about this information letter, please contact HHSC CDS staff at CDS@hhsc.state.tx.us.

Sincerely,

[signature on file]

Stephanie Stephens
Deputy State Medicaid Director
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