



## Long-Term Care Regulatory Provider Letter

<b>Number:</b> PL 19-02
<b>Title:</b> Handbooks Discontinued; Instructions for Requesting Rules
<b>Provider Types:</b> : Assisted Living Facility, Day Activity and Health Services Facility, Home and Community Support Services Agency, Intermediate Care Facility for Individuals with an Intellectual Disability or Related Conditions, Nursing Facility, Prescribed Pediatric Extended Care Center
<b>Date Issued:</b> January 30, 2019

### 1.0 Subject and Purpose

Using the website of the Texas Secretary of State (SOS), a person may request a copy of a rule chapter or subchapter from the Texas Administrative Code (TAC). The SOS will email a link to the requestor that can be used to download a document containing the requested rules. The document provided is printable and searchable in the same type of format as the current handbook. This option ensures efficiency and allows stakeholders have access to the most current copy of the regulations. This provider letter contains instructions for using the SOS website to request a rule chapter or subchapter.

### 2.0 Policy Details & Provider Responsibilities

The SOS now provides a copy of rules in a Microsoft Word, Text, or Adobe Acrobat format to the requestor via email. This option eliminates the need for HHSC to maintain handbooks containing rules. The HTML version of the TAC remains available at:  
[http://texreg.sos.state.tx.us/public/readtac\\$ext.viewtac](http://texreg.sos.state.tx.us/public/readtac$ext.viewtac).

To obtain a copy of the current version of a rule chapter or subchapter:

1. Go to the SOS's Public Document Request page:  
[http://texreg.sos.state.tx.us/public/pub\\_doc\\_request\\$.startup](http://texreg.sos.state.tx.us/public/pub_doc_request$.startup).
2. Click on "Agency" corresponding to the appropriate title of the TAC. For example, HHSC LTCR providers' rules will be in Title 40, Social Services and Assistance.

3. Click on "Chapters" corresponding to the appropriate agency name. In Title 40, the rules of the former Department of Aging and Disability Services are in **Part 1**.
4. Click on "Chapter Request" or, "Subchapters" for a subchapter, corresponding to the appropriate chapter being requested.
5. The Chapter Request or Subchapter Request form will appear, chose the document type (Word, PDF or text). Type in your email address and click "Submit Document Request."
6. Within a few minutes, you should receive an email at the address you provided that includes a link for you to click on to access the document.
7. Click on the link in your email.
8. You'll get an Internet Explorer dialog box, asking you what to do with the zip file.
9. Open the zip file and save the files to your device if desired. You may find multiple documents inside the file. There will be the doc/pdf/txt of the rules, as well as any tables or charts in PDF that are associated with the rules.

HHSC will not maintain handbooks containing the following rules:

- Day Activity and Health Services Requirements, 40 TAC Chapter 98
- Denial or Refusal of License, 26 TAC Chapter 560
- Employee Misconduct Registry (EMR), 40 TAC Chapter 93
- Intermediate Care Facilities for Individuals with an Intellectual Disability or Related Conditions, 40 TAC Chapter 90
- Licensing Standards for Assisted Living Facilities, 40 TAC Chapter 92
- Licensing Standards for Home and Community Support Services Agencies, 40 TAC Chapter 97
- Medication Aides-Program Requirements, 26 TAC Chapter 557
- Licensing Standards for Prescribed Pediatric Extended Care Centers, 40 TAC Chapter 15
- Nursing Facility Administrators, 40 TAC Chapter 18
- Nurse Aides, 26 TAC Chapter 556
- Nursing Facility Requirements for Licensure and Medicaid Certification, 40 TAC Chapter 19

### **3.0 Background/History**

The SOS is the official entity who maintains the TAC. Historically, HHSC has maintained online handbooks containing state rules with which LTCR providers must comply. Because of the option to request a copy of the rules from the SOS will allow providers access to the most current and up to date rules, HHSC will no longer to maintain handbooks containing rules online.

#### **4.0 Forms/Appendices**

There are no forms or appendices attached to this provider letter.

#### **5.0 Contact Information**

If you have any questions about this letter, please contact the Policy, Rules and Training Section at (512) 438-3161.

*[signature on file]*

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