



Date: July 8, 2020

To: Intermediate Care Facility for Individuals with an Intellectual Disability or Related Condition (ICF/IID) Program Providers

Subject: Information Letter No. 20-29
Avoiding Gaps in Level of Care and Level of Need during COVID-19 Public Health Emergency for Individuals Residing in ICFs/IID

Some ICF/IID program providers have reported having difficulty obtaining a physician signature on an intellectual disability/related condition (ID/RC) assessment form due to the COVID-19 pandemic. In response, the Texas Health and Human Services Commission (HHSC) is advising providers to renew an individual's level of care that expired in March, April, or May as explained in this letter if the program provider did not get a physician's signature on the ID/RC assessment form before the level of care expired.

Purpose Code 3 On-Cycle Option

Renewing an individual's level of care in the ICF/IID Long-term Care On-line Portal (LTC On-line Portal) using a Purpose Code 3 (PC 3) ID/RC assessment form in combination with the "on-cycle option" is not a routine business practice. However, HHSC is allowing an ICF/IID program provider to use this process during the COVID-19 public health emergency if the program provider was unable to obtain a physician's signature on an individual's ID/RC assessment form before the individual's level of care expired.

To renew an individual's level of care using this process, a program provider must enter a PC 3 ID/RC assessment form and select 'Yes' from the dropdown on field 58a: "Would you like to renew on the individual's regular assessment cycle?" This keeps the renewal of the level of care "on cycle" by

preventing a gap in the level of care and eliminates the need for a Purpose Code E (PC E) ID/RC assessment form. A program provider must take this action within 180 days after the expiration date of the previous level of care because the LTC Online Portal will not allow a PC 3 ID/RC assessment form to be entered after that time.

Providers Who Have Already Entered Off-Cycle Purpose Code 3 with Purpose Code E Option

If an ICF/IID provider has already renewed a level of care using a PC 3 ID/RC assessment form and the **off-cycle** option or if a program provider would like to change an individual's annual level of care renewal cycle, a gap may be created between the end date of the previous level of care and the begin date of the new level of care. A message will appear in the LTC Online Portal if a gap is created. When a gap is created, submission of a PC E ID/RC assessment form is necessary to fill the gap in the individual's level of care and allow the program provider to bill during the gap.

An off-cycle PC 3 ID/RC assessment form is submitted by selecting "No" from the dropdown on field 58a: "Would you like to renew on the individual's regular assessment cycle?" Once approved and processed, the LTC Online Portal will display a button to submit the **off-cycle** PC E ID/RC assessment form. The button reads "Fill Assessment Gap." If the button does not appear, a program provider may verify there is no gap in the level of care using MESAV. A program provider should wait at least two business days before checking MESAV.

LON Change Requests

A Purpose Code 4 (PC 4) ID/RC assessment form is submitted if a program provider wants to request a revision to an individual's level of need. If an individual's level of care has expired, a program provider should first submit a PC 3 ID/RC assessment form **on-cycle**. After the PC 3 ID/RC assessment form is approved, a PC 4 ID/RC assessment form may be submitted to request a level of need change.

Questions

If you have any questions about this information letter as it relates to renewing a level of care or submitting an ID/RC assessment form, please call the IDD Program Enrollment Support message line at (512) 438-2484.

If you have any questions about this information letter as it relates to revising a level of need, please call the IDD Utilization Review message line at (512) 438-5055.

Sincerely,

[signature on file]

Emily Zalkovsky
Deputy Associate Commissioner
Policy and Program
Medicaid and CHIP Services