



Date: October 29, 2020

To: Home and Community-based Services Program Providers
Local Intellectual Developmental Disability Authorities
Texas Home Living Program Providers

Subject: Information Letter No. IL20-45 (Replaces IL20-11)
Renewal of ID/RC Assessments and IPCs and Requirements
for Revised IPCs and Transfer IPCs

Guidance in this IL is effective until HHSC issues further guidance. This information letter (IL) explains:

- renewal intellectual disability or related condition (ID/RC) assessments and individual plans of care (IPCs) are automatically renewing for one year from the expiration date for ID/RCs and IPCs expiring through December 30, 2020;
- beginning with ID/RCs and IPCs set to expire December 31, 2020, renewal ID/RCs and IPCs will be completed by the provider or service coordinator before the expiration date;
- renewal ID/RCs can be completed via telehealth and renewal IPCs can be completed via telehealth or telephone; and
- continued exception to the requirement that an individual or legally authorized representative (LAR) sign an IPC and supporting documentation.

These actions help ensure individuals do not experience a gap in services due to the COVID-19 public health emergency and there is continued flexibility for limiting face-to-face contact for waiver renewals and service plan revisions. In addition, if an individual loses waiver eligibility during the PHE, the individual will maintain waiver services.

Renewal of ID/RC Assessments and IPCs

HHSC is automatically renewing ID/RC assessments and IPCs for one year from the expiration date for ID/RCs and IPCs expiring through December 30, 2020. For IPCs,

no action is needed by the program provider or the service coordinator unless the individual's IPC needs to be revised after the auto-renewal. Please see the Revised IPCs section of this information letter for additional guidance. For ID/RCs, no action is needed by the program provider or the service coordinator unless the individual has a change in condition that includes the need for a new ID/RC assessment after the auto-renewal.

HHSC will not automatically renew IPCs and ID/RC assessments expiring on or after December 31, 2020. Therefore, effective for IPCs and ID/RC assessments expiring December 31, 2020 or later, HCS program providers, TxHmL program providers, and LIDDA service coordinators must resume renewing IPCs and ID/RC assessments in accordance with TAC [§9.161](#) and [§9.166 with the exception of §9.166\(e\)\(1\)\(B\)](#) for HCS or [§9.568](#) for TxHmL. Provider and service coordinators can renew IDRCs via telehealth and can renew IPCs using telehealth or telephone. HCS and TxHmL program providers can use guidance issued by alert regarding telehealth nursing assessments previously released by HHSC on April 21, 2020.

A service coordinator or program provider is not required to obtain signatures of the individual or LAR on an IPC renewal or on supporting documentation. However, the program provider or LIDDA service coordinator must obtain oral agreement from the individual or LAR about the IPC renewal and supporting documentation and document the oral agreement in the individual's record.

A program provider or LIDDA service coordinator must obtain the signature of a person, other than the individual or LAR, who is required to sign the IPC renewal or supporting documentation.

Revised IPCs

Revision IPCs are needed when the individual has a change in condition or the service planning team identifies a need for changes to the individual's IPC or person directed plan.

A LIDDA service coordinator or program provider can continue using telehealth or telephone for revision IPCs and is not required to obtain signatures of the individual or LAR on a revised IPC or on supporting documentation.

However, the program provider or LIDDA service coordinator must obtain oral agreement from the individual or LAR about the revised IPC and supporting documentation and document the oral agreement in the individual's record. In addition, a program provider or LIDDA service coordinator must obtain the signature of a person, other than the individual or LAR, who is required to sign the revised IPC or supporting documentation.

Transfer IPCs

A transfer IPC is an IPC that is revised when an individual:

- transfers to another HCS program provider, TxHmL program provider, financial management services agency (FMSA) or LIDDA;
- begins receiving a service through the consumer directed services (CDS) option; or
- who was receiving one or more services through the CDS option begins receiving all services from an HCS or TxHmL program provider.

A LIDDA service coordinator is not required to obtain signatures of the individual or LAR on a transfer IPC or supporting documentation before submitting the transfer IPC to HHSC through the [IDD Operations Portal](#). However, before submitting the transfer IPC, the LIDDA service coordinator must:

- obtain oral agreement from the individual or LAR about the transfer IPC and supporting documentation, and document the oral agreement in the individual's record; and
- obtain the signature of a person, other than the individual or LAR, who is required to sign the transfer IPC or supporting documentation.

If you have any questions regarding an ID/RC assessment or transfer, please call the IDD Program Eligibility Support message line at (512) 438-2484

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If you have any questions regarding an IPC renewal or revised IPC, please call the
IDD Utilization Review message line at (512) 438-5055.

If you have any other questions about this IL, email the policy mailboxes at
HCSPolicy@hhsc.state.tx.us or TxHmLPolicy@hhsc.state.tx.us.

Sincerely,

[signature on file]

Michelle Erwin
Deputy Director Office of Policy and Program
Medicaid and CHIP Services