



Date: January 13, 2021

To: Community Living Assistance and Support Services (CLASS)
Case Management Agencies (CMAs)
CLASS Direct Services Agencies (DSAs)
Deaf Blind with Multiple Disabilities (DBMD) Program Providers

Subject: Information Letter No. 21-03 (Replaces IL20-26)
COVID-19 CLASS and DBMD Interest List Reduction Slot
Releases

This information letter (IL) replaces IL 20-26, COVID-19 CLASS and DBMD Interest List Reduction Slots, previously issued on June 2, 2020. This revision instructs CLASS CMAs, DSAs, and DBMD program providers on the requirements of signatures on enrollment documentation.

CLASS

HHSC resumed the release of Community Living Assistance and Support Services (CLASS) Interest List Reduction Slots on June 1, 2020. HHSC will continue to monitor the impact of COVID-19 on the release of CLASS slots and issue further guidance as needed.

HHSC is permitting CLASS case management agencies (CMAs) and CLASS direct services agencies (DSAs) to complete the following *pre-enrollment activities* for CLASS enrollments in progress and for new CLASS releases referenced above:

- an in-person or telehealth initial in-home visit;
- an in-person or telehealth initial Intellectual Disability/Related Condition (ID/RC) assessment;
- an in-person or telehealth comprehensive nursing assessment;
- an in-person or telehealth service planning team meeting; **and**
- an in-person or telehealth/telephone enrollment individual plan of care (IPC).

A CLASS CMA and DSA are not required to obtain the signature of the individual or LAR on an enrollment IPC, initial ID/RC, or on supporting documentation for the enrollment IPC or initial ID/RC. The CMA case manager and DSA program representative must obtain oral agreement from the individual or LAR about the enrollment IPC, initial ID/RC, and supporting documentation and document the oral agreement in the individual's record.

Although a CLASS CMA and DSA is not required to obtain the signature of the individual or LAR on the enrollment IPC, initial ID/RC, or supporting documentation, the CLASS CMA and DSA must obtain the signature of other persons who are required to sign those documents.

A CLASS CMA and DSA must submit this information using the IDD Operations Portal.

DBMD

HHSC is continuing to postpone the release of Deaf Blind with Multiple Disabilities (DBMD) Interest List Reduction Slots. HHSC continues to monitor the DBMD releases and will issue further guidance once available.

HHSC is requiring DBMD program providers to complete the following **pre-enrollment activities** for DBMD enrollments in progress:

- an in-person initial in-home visit;
- an in-person comprehensive nursing assessment;
- an in-person initial IDRC assessment; **and**
- an in-person enrollment IPC.

A DBMD case manager and program provider are not required to obtain the signature of the individual or LAR on an enrollment IPC, initial ID/RC, or on supporting documentation for the enrollment IPC and initial ID/RC. The DBMD case manager and program provider must obtain oral agreement from the individual or LAR about the enrollment IPC, initial ID/RC, and supporting documentation and document the oral agreement in the individual's record.

Although a DBMD case manager and program provider are not required to obtain the signature of the individual or LAR on the enrollment IPC, initial ID/RC, or supporting documentation, the DBMD case manager must obtain the signature of other persons who are required to sign those documents.

A DBMD case manager and program provider must submit this information using the IDD Operations Portal.

Questions regarding this IL may be directed to the following:

For CLASS, call: 512-438-2484

For DBMD, call: 512-438-4896

Sincerely,

[signature on file]

Fabian Aguirre
Interim Deputy Associate Commissioner
Medicaid and CHIP Services