



Community Living Assistance and Support Services (CLASS) and Deaf Blind with Multiple Disabilities (DBMD) Quarterly Webinar
Participant Q&A
06/08/2023

Service Planning Team (SPT) Signatures

Health and Human Services Commission (HHSC) will allow electronic signatures for in-person meetings per Title 40 Chapter 49 Texas Administrative Code (TAC) Rule [§49.305, Records](#). HHSC will accept faxed signatures as well per CLASS TAC Rule [§259.65\(c\)\(2\), Development of an Enrollment IPC](#).

Service Planning Team (SPT) meeting signatures are the documentation of agreement with an individual plan of care (IPC) or individual program plan (IPP). Signature dates must be prior to the IPC effective date. SPT meeting notes should include documentation of who attended the SPT and the date of the meeting.

CLASS/DBMD Handbook and Form Updates

HHSC will be updating the CLASS and DBMD Handbooks in the coming months. HHSC will provide a GovDelivery when updates are published.

[Form 3625, CLASS/CFC - Documentation of Services Delivered](#), has been updated and is currently available online.

Individual Participation Mandatory Requirements

Please review CLASS TAC Rule [§259.103](#) and DBMD TAC Rule [§260.113](#), Mandatory Participation Requirements of an Individual, which outlines requirements for individuals to participate in and attend SPT meetings. This includes admitting case management agency (CMA) and direct service agency (DSA) representatives to the individual's residence for a scheduled meeting.

IPP Service Review Meetings

CLASS IPP Service Reviews are conducted with the individual and legally authorized representative (LAR) in-person to review CLASS Program services. Meetings may occur at a location chosen by the individual/LAR but at least once per IPC year, the meeting must occur in the individual's home.

DBMD IPP Service Reviews are conducted with the individual and LAR (if applicable) in-person to review DBMD Program services. Meetings occur at a location as requested by the individual/LAR or in the individual's home. Please review the IPP Service Review Schedules in accordance with [CLASS Program Manual](#) and [DBMD Provider Manual](#).

Our policy team is working to update the CLASS Provider Manual to provide an accommodation for the 4th IPP Service Review to be held separately from the renewal SPT meeting. This will alleviate any conflict if the renewal SPT meeting is conducted by videoconference as allowed in rule. If the SPT meeting is held in-person, then it may be conducted simultaneously with the 4th IPP Service Review.

It is important to remember the purpose of meeting in the setting where services are delivered is to allow the case manager (CM) to verify that services listed on the IPC are delivered as described in the IPP. This function is best accomplished by the CM observing CLASS services in the setting in which they are provided. The CMA will report any concerns regarding service providers to the DSA or consumer directed service (CDS) employer (as applicable). This may include how services are being provided, lack of services being provided, and/or other observations. The CMA is usually the first point of contact and supports the individual/LAR with concerns and needs of the CLASS Program.

Individualized Skills and Socialization

Individualized skills and socialization is an available service in the DBMD Program. For off-site individualized skills and socialization activities the program provider should work to identify similar interests amongst individuals so that activities could be planned to accommodate transportation availability. The program provider can also develop a plan to find out where the interest is for group activities and provide individuals a choice among a number of activities that would align with their individual goals. Program providers should consider the individual's preference and the individual can provide input in planning and scheduling for the day. Accommodation from the program provider for an individual who chooses not to participate in a scheduled activity or request to engage in an alternative activity should be considered.

Individualized skills and socialization is not an available service in the CLASS Program.

In-Person SPT Meetings

Per the guidance of [26 TAC §259.57](#), during all service planning activities, the

SPT must follow the person-centered planning (PCP) process. If an individual or LAR requests that an SPT meeting be held in-person, it is the expectation that all SPT members attend the meeting in-person. Both the DSA and the CMA should make accommodations to ensure an in-person meeting is convened with all members of the SPT.

At any time, an individual or LAR may file a complaint with the [HHSC Office of the Ombudsman](#) to assist in a resolution if accommodations for in-person meetings are not provided.

Per CLASS TAC Rule [§259.79](#), the CMA may convene a service planning team meeting in-person or by videoconferencing for IPC revisions.

Per DBMD TAC Rule [§260.77](#), the CM may convene a service planning team meeting at a time and location convenient to the individual or LAR for an IPC revision.

Home and Community Based Services (HCBS) Rule Implementation

HHSC has adopted rules in the CLASS ([26 TAC Chapter 259](#)) and DBMD Programs ([26 TAC Chapter 260](#)). The rules implement the federal HCBS settings requirements and moved the CLASS and DBMD Program rules from TAC Title 40, Social Services and Assistance to Title 26, Health and Human Services.

Person-Centered Planning Process

The person-centered planning process reflects the services and supports that are important for the individual to meet the needs identified through an assessment of functional need, as well as what is important to the individual's preferences for the delivery of such services and supports. This process is driven by the individual within the requirements of the program.

The IPP describes the outcomes to be achieved through the service and the actions and methods to be used to achieve the outcomes. Each program service describes individualized goals for the service. The goals are outcome-based, are measurable, and have a start date and projected completion date.

Rate Increases and Policy Changes

Program rates are based on legislative direction and overseen by [HHSC Provider Finance Department](#). Questions related to CLASS and DBMD Program rates can be sent to PFD-LTSS@hhs.texas.gov.

During the 88th Legislative Session through Rider 29, the DBMD Program case

management service rate increase was approved to be effective September 1, 2023. HHSC will be providing additional information related to the implementation of the new rate as it is available.

For rate information, please contact [Provider Finance Department](#).

Employment First

HHSC is currently in the process of implementing the Employment First Uniform Assessment Tool for use in the CLASS and DBMD Programs. Employment First provides employment opportunities for individuals with disabilities who are enrolled in Medicaid waiver programs. Employment First intends to increase individuals access to employment support services and ensure their needs are tailored to their person-centered plan.

HHSC published [IL 2023-22, Employment First Uniform Assessment Tool](#) and will be providing further guidance in Fall 2023.