COMMUNITY SERVICES INTEREST LIST USER GUIDE
FOR THE LOCAL INTELLECTUAL AND DEVELOPMENTAL DISABILITY AUTHORITY

TEXAS
Health and Human Services

Table of Contents

Introduction

This user guide provides instructions for local intellectual and developmental disability authority (LIDDA) staff to add new records, view and update existing records, submit biennial contact information, and view and download reports in the Community Services Interest List (CSIL) application.

The CSIL application can only be accessed through the [Health and Human Services (HHS) Enterprise Portal](#).

For more information on how to access CSIL, refer to the document titled, [Registering for an HHS Enterprise Portal Account and Requesting Access to the Community Services Interest List (CSIL) Application Instructions for Local Intellectual Developmental Disability Authorities (LIDDAs)](#) located on the [HHS Enterprise Portal Web Help website](#).

Tip: For assistance with registration or access, contact the HHS Consolidated Help Desk at 512-438-4720 or 1-855-435-7181; TDD 711.

DISCLAIMER: ONLY FICTIOUS INFORMATION IS SHOWN IN THE SCREENSHOTS.

To recommend changes or updates to this document, send an email to InterestListPreEnroll_LIDDAHelp@hhs.texas.gov.

User Groups

The Health and Human Services Commission (HHSC) has authorized a security administrator for each local intellectual and developmental authority (LIDDA) to ensure proper access is assigned to their staff.

Each request for access is routed to the LIDDA's security administrator for the first level of approval. After the security administrator approves a request, it is routed to HHSC for a second level of approval.

HHSC has designated two user groups for LIDDA staff:

- **ILLAINQUIRY** - This user group can only view records and download reports.

- **ILLA###ADDCLOSE**[1] - This user group can add new records, update existing records and download reports. If this user group is approved, ILLAINQUIRY must also be approved.

For more information, refer to the document titled, [Registering for an HHS Enterprise Portal Account and Requesting Access to the Community Services Interest List (CSIL) Application Instructions for Local Intellectual Developmental Disability Authorities (LIDDAs)](#) located on the [HHS Enterprise Portal Web Help website](#).

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[1] ### represents the LIDDAs component code

CSIL Home Page

To open the **Community Services Interest List (CSIL) Home Page**, sign into the HHS Enterprise Portal and select **CSIL** in the **Applications** section.

Applications
CSIL

The options shown on the **CSIL Home Page** depend on the users approved access.

ILLAINQUIRY Home Page

If the user is approved for **ILLAINQUIRY** only, the system opens to the inquiry home page. The **User Group** defaults to ILLAINQUIRY and cannot be changed. This user can only view records and download reports.

Community Services Interest Lists

Help

currently logged into the ILLAINQUIRY group

User Groups
ILLAINQUIRY ▼

Individuals

Search for an Existing Individual

Reports

Contacts Due For Program Type Regional ▼ Go

Deceased Discrepancy Report

Interest Lists Summary

HCS Closure Reasons

Care Ad-hoc Reports

HC027883.W/M/Q - Interest List Biennial Contacts - Summary WEEKLY ▼ Go

HC027884.W/M/Q - Interest List Biennial Contacts - Detail WEEKLY ▼ Go

HC029512.W - NF/ICF Residents Under 22 and Not On The HCS Interest List

HC029514.W - NF/ICF Residents Under 22 and Automatically Added To The HCS Interest List

HC029534.W - HCS And TXHML Releases Pending Over 60 Days

HC063675.M - Years On Interest List (HCS AND TXHML)

HC027873.W - Interest List Summary By LIDDA Service Area

HC029682.W - People On The Interest List Who Prefer HCS Group Home

L61 - Waiver Slot Count Summary

L62 - Waiver Slot Count Detail

ILLA###ADDCLOSE Home Page

If the user is approved for **ILLA###ADDCLOSE**, the system opens to the data entry home page. The **User Group** defaults to ILLA###ADDCLOSE. This user can add new records, view and update existing records, submit biennial contact information, and view and download reports.

Community Services Interest Lists

Help

currently logged into the ILLA220ADDCLOSE group

User Groups

ILLA220ADDCLOSE
ILLAINQUIRY

Individuals

Search for an Existing Individual

Add New Individual

Reports

Contacts Due For Program Type LIDDA Go

Deceased Discrepancy Report

Interest Lists Summary

HCS Closure Reasons

Care Ad-hoc Reports

HC027883.W/M/Q - Interest List Biennial Contacts - Summary WEEKLY Go

HC027884.W/M/Q - Interest List Biennial Contacts - Detail WEEKLY Go

HC029512.W - NF/ICF Residents Under 22 and Not On The HCS Interest List

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HC029534.W - HCS And TXHML Releases Pending Over 60 Days

HC063675.M - Years On Interest List (HCS AND TXHML)

HC027873.W - Interest List Summary By LIDDA Service Area

HC029682.W - People On The Interest List Who Prefer HCS Group Home

L61 - Waiver Slot Count Summary

L62 - Waiver Slot Count Detail

Search for an Existing Individual

On the **Community Services Interest List (CSIL) Home Page**, click **Search for an Existing Individual**.

The **Find Individual(s)** page is displayed.

Find Individual(s)

Enter search criteria for Optional Search

Preferred Search	Optional Search
Enter only <u>one</u> of the following and press Find	Enter Last Name (do-not include suffix), other fields optional, and press Find
Interest List ID: IL [____]	* Last Name: [exactly matches ▼] [_____]
(leading zeroes optional)	First Name: [starts with ▼] [_____]
SSN: [____]	SSN: [_____]
Medicaid #: [____]	Use ONLY if application requires you to narrow search criteria.
CARE ID: [____]	Residence County: [ALL ▼]
	Zip Code: [_____]
[Find] [Clear]	[Find] [Clear]

Tip: Use the *Back* hyperlink at the top of the page to go to the previous page. Clicking the back arrow on the internet browser will close the application.

Home | Back | Help

Preferred Search

If the CSIL ID, CARE ID, or Medicaid Number is *known* use the **Preferred Search**.

Enter the CSIL ID, CARE ID, or Medicaid Number and click **Find**.

Preferred Search

Enter only <u>one</u> of the following and press Find

Interest List ID: IL [   ]

(leading zeroes optional)

SSN: [   ]

Medicaid #: [   ]

CARE ID: [   ]

[Find] [Clear]

Optional Search

If the CSIL ID, CARE ID or Medicaid Number are *unknown* use the **Optional Search**.

Screenshot showing the Find Individuals page

Optional Search

Enter Last Name (do-not include suffix), other fields optional, and press Find

* Last Name: [exactly matches ⌄] [   ]

First Name: [starts with   ⌄] [   ]

SSN: [   ]

Use ONLY if application requires you to narrow search criteria.

Residence County: [ALL   ⌄]

Zip Code: [   ]

[Find]   [Clear]

- **Last Name** (*required*): Defaults to **exactly matches** (recommended) However, if the exact spelling is *unknown*, change it to **starts with** and enter the first few letters of the last name.

- **First Name** (*optional*): Defaults to **starts with** (recommended).

Click **Find**. The **Search Results** page is displayed.

Tip: Before searching by SSN, view the social security card to verify the number. Only include Residence County or Zip Code in the search criteria if it is needed to narrow the search results.

Too Many Potential Matches

If the search results in more than 199 potential matches, a message is displayed.

Search found 8485 records which exceeds the maximum of 199 Please provide more information to narrow search or try 'exactly matches' for Name

Enter additional search criteria to narrow the search results.

No Potential Matches

If the search results in no matches, a message is displayed.

Optional Search: No match found for Last Name = ZZZ, Residence County = ALL entered, Additional search on Last Name 'ZZZ' only, found 0 matches

Enter different search criteria to try again or follow the instructions in the Add New Individual section.

Potential Matches

If there are no errors, a list of the **potential matches** is displayed. The search results displayed for ILLAInquiry user group only includes links to *view* the information.

Search Results

Search Criteria: Last Name Exactly Matches TEST', First Name Starts With 'RKR', Residence County 'ALL'

Sort By: Last Name

Individuals 1 to 3 of 3

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all view	TEST, RKR	IL122248188				111111	Active		01/01/2000	LIMESTONE	111 STREET NAME	CITYNAME , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
view	Interested	Home & Community Services(HCS)	1792 of 1436, 138415 of 138417	HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/17/2022	04/17/2022	04/17/2022	04/16/2024
view	Interested	TX Home Living(TXHML)	1523 of 1167, 122855 of 122854	HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/17/2022	04/17/2022	04/17/2022	04/16/2024

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all view	TEST, RKR	IL122248229	Active				222	Active		02/01/2000	LIMESTONE	333 ST	CITY , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
view	Interested	Home & Community Services(HCS)		HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/18/2022	04/18/2022	04/18/2022	04/17/2024

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all view	TEST, RKRK	IL122248222	Active				111	Active		01/01/2001	LIMESTONE	111 ST	CITY , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
view	Interested	Home & Community Services(HCS)		HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/18/2022	04/18/2022	04/18/2022	04/17/2024

Click **View All** on each record to open the **Individual Detail** page to determine if any of the potential matches belongs to the person.

The search results displayed for ILLA###AddClose user group includes links to *view* or *edit* the information.

Search Results

Sort By: Last Name

Individuals 1 to 3 of 3

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all view edit	TEST, RKR	IL122248188				111111	Active		01/01/2000	LIMESTONE	111 STREET NAME	CITYNAME , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
view edit	Interested	Home & Community Services(HCS)	1792 of 1436, 138415 of 138417	HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/17/2022	04/17/2022	04/17/2022	04/16/2024
view edit	Interested	TX Home Living(TXHML)	1523 of 1167, 122855 of 122854	HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/17/2022	04/17/2022	04/17/2022	04/16/2024

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all view edit	TEST, RKR	IL122248229	Active			222	Active		02/01/2000	LIMESTONE	333 ST	CITY , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
view edit	Interested	Home & Community Services(HCS)		HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/18/2022	04/18/2022	04/18/2022	04/17/2024

Add This Individual To: [TX Home Living(TXHML) ∨] [Go]

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all view edit	TEST, RKRK	IL122248222	Active			111	Active		01/01/2001	LIMESTONE	111 ST	CITY , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
view edit	Interested	Home & Community Services(HCS)		HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/18/2022	04/18/2022	04/18/2022	04/17/2024

Add This Individual To: [TX Home Living(TXHML) ∨] [Go]

You may add a new individual and questionnaire by clicking the link below

Add New Individual with Questionnaire ONLY

You may add the new individual by selecting a program below and clicking Go

Add New Individual To: [Home & Community Services(HCS) ∨] [Go]

Click **View All** on each record to open the **Individual Detail** page to determine if any of the potential matches belongs to the person.

Add a New CSIL Record

If none of the potential matches in the search results belong to the person, the local intellectual and developmental disability authority (LIDDA) can add a new Community Services Interest List (CSIL) record for the person.

First, the person must have an assigned Client Assignment and Registration system identification number (CARE ID) and local case number (LCN) with the local intellectual and developmental authority (LIDDA). If the person does not have a CARE ID, register the person in the CARE system. Then, assign a local case number in the CARE system.

Add New Individual

On the home page, click **Add New Individual**.

The **Find Individual(s) Optional Search** page is displayed.

Find Individual(s)

Enter search criteria for Optional Search

Optional Search

Enter Last Name (do-not include suffix), other fields optional, and press Find

* **Last Name:** [exactly matches ∨] [TEST]

First Name: [starts with ∨] [RKR]

SSN: [   ]

Use ONLY if application requires you to narrow search criteria.

Residence County: [ALL ∨]

Zip Code: [   ]

[Find] [Clear]

The system forces the user to perform a **Search for an Existing Individual** before adding the new record. Follow the instructions in the Optional Search section.

Search Results

Sort By: Last Name

Individuals 1 to 3 of 3

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all view edit	TEST, RKR	IL122248188				111111	Active		01/01/2000	LIMESTONE	111 STREET NAME	CITYNAME , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
view edit	Interested	Home & Community Services(HCS)	1792 of 1436, 138415 of 138417	HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/17/2022	04/17/2022	04/17/2022	04/16/2024
view edit	Interested	TX Home Living(TXHML)	1523 of 1167, 122855 of 122854	HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/17/2022	04/17/2022	04/17/2022	04/16/2024

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all view edit	TEST, RKR	IL122248229	Active			222	Active		02/01/2000	LIMESTONE	333 ST	CITY , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
view edit	Interested	Home & Community Services(HCS)		HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/18/2022	04/18/2022	04/18/2022	04/17/2024

Add This Individual To: [TX Home Living(TXHML) ▾] [Go]

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all view edit	TEST, RKRK	IL122248222	Active			111	Active		01/01/2001	LIMESTONE	111 ST	CITY , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
view edit	Interested	Home & Community Services(HCS)		HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/18/2022	04/18/2022	04/18/2022	04/17/2024

Add This Individual To: [TX Home Living(TXHML) ▾] [Go]

You may add a new individual and questionnaire by clicking the link below

Add New Individual with Questionnaire ONLY

You may add the new individual by selecting a program below and clicking Go

Add New Individual To: [Home & Community Services(HCS) ▾] [Go]

If none of the potential matches in the search results belong to the person, scroll to the bottom of the **Search Results** page and, in the **Add New Individual To** field, select the desired program and click **Go**.

The **New Individual** page is displayed.

New Individual

Create new individual. Add demographic and household information.

Personal Information

* CARE ID:	[_____] CARE Status:
* Last Name:	TEST Suffix: [___ v]
* First Name:	RKR Middle Name: [_____]
Gender:	○ **Male** ○ **Female** ⦿ **Unknown**
Ethnicity:	[_____ v]
* Birth Date:	[_____] mmddyyyy
SSN:	[_____]
Medicaid #:	[_____]
Age:	[_____]
* Address:	[_____]
* City:	[_____]
* State:	TEXAS [___ v]
Zip Code:	[_____]
Email Address:	[_____]
* Residence County:	[___ v]
Phone Number:	[_____] Ext: [_____]
Living Arrangement:	[_____ v]
If at home, Age of main caregiver:	[_____]
Do You think a move out of the home will be required within 1 Yr:	○ **Yes** ○ **No** ⦿ **Unknown**
Preferred HCS Living:	[_____ v]
When does person want service(s):	[_____ v]
Facility Name:	[_____]
Date Admitted:	[_____] Date Discharged: [_____]
Receiving SSI:	○ Yes ○ No ○ Pending ⦿ Unknown
Receiving Medicaid:	○ Yes ○ No ⦿ Unknown
* Community Services Received:	Unknown / None / AFC
Individual resides in an Active Military Household:	☐
Individual Comments History:	Individual Comments:

[Next]

Texas Health and Human Services ● hhs.texas.gov ● Revised: 05/2022

Enter the information from [Form 8591](), Community Services Interest List (CSIL) Data Entry Form on the **New Individual** page.

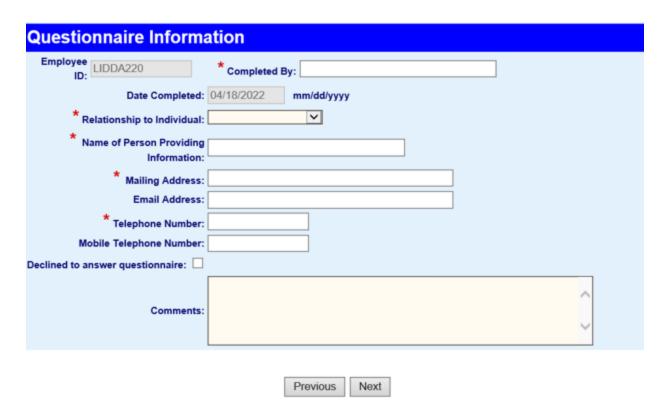A red asterisk (*) indicates a system required field. However, LIDDAs must enter information in all fields.

- CARE ID
- Last Name, First Name
- Gender
- Ethnicity
- Birth Date
- Address (*Street, City, State, Zip Code*)
- Residence County
- Phone Number
- Living Arrangement:
  - If at home, age of main care giver (*required only if living arrangement is family or friend. An estimated age is acceptable.*)
  - Do you think a move out of the home will be required within 1 year? (*required only if living arrangement is family or friend.*)
- When does person want service(s)?
- Receiving SSI (*Supplemental Security Income*)?
- Receiving Medicaid?
- Community Services Received
- Individual Comments (*describe the action being taken on the CSIL record*)
- SSN (*first view the social security card to verify the number*)
- Medicaid # (*first confirm the number in CARE screen C63, Medicaid Eligibility Search or in the Medicaid Eligibility Service Authorization Verification (MESAV) system*)
- Email Address (*if applicable*)
- Facility Name (*required only if the person is residing in a facility or was recently discharged from a facility*)
- Date Admitted (*required only if the person is residing in a facility or was recently discharged from a facility*)
- Date Discharged (*required only if the person was recently discharged from a facility*)
- Active Military (*required only if the person is a member of an active military family*)
- Click **Next**.

The **Questionnaire for Waiver Program Interest List** page is displayed.

Add New Questionnaire

Enter the information from [Form 8577](#), Questionnaire for LTSS Waiver Program Interest Lists on the **Questionnaire for Waiver Program Interest List** page.

Questionnaire for Waiver Program Interest Lists

Questionnaire Information

Employee ID: LIDDA220

* Completed By: _____

Date Completed: 04/18/2022   mm/dd/yyyy

* Relationship to Individual: [_____ ▼]

* Name of Person Providing Information: _____

* Mailing Address: _____

Email Address: _____

* Telephone Number: _____

Mobile Telephone Number: _____

Declined to answer questionnaire: ☐

Comments: _____

[Previous] [Next]

A full screenshot is not provided due to the size of the page.

A red asterisk (*) indicates a system required fields. However, LIDDAs must enter information in all fields.

- Relationship to Individual
- Name of Person Providing Information
- Mailing Address (*for the person providing information*)
- Email Address (*for the person providing information*)
- Telephone Number (*for the person providing information*)

- Mobile Telephone Number (*for the person providing information*)
- Declined to answer the questionnaire – (*required only if the person does not want to participate in the questionnaire*)
  - Comments (*required if Decline to answer questionnaire is checked*). Enter the reason the person gave for declining.
- Answer questions 1 – 18 (*required unless Decline to answer questionnaire is checked*)
- Click **Next**.

The **New Interest List** page is displayed.

New Interest List

If the person wants to be on the Home and Community-based Services (HCS) and Texas Home Living (TxHmL) interest lists, complete the following steps for both programs.

New Interest List

Create new individual interest list

Interest List Information: Home & Community Services (HCS) - Catchment	
* Request Date/Time:	04/18/2022 16:36
Admin Add:	☐
Backdate Reason:	[▽]
* Service County:	LIMESTONE ▽
* Status:	Interested ▽
Bypass:	[▽]
Local Case Number:	[ ]
Component Code:	[ ]
Date Letter Mailed:	[ ]

Program Comments History:	**Program Comments:**

[Previous] [Save]

A red asterisk (*) indicates a system required fields. However, LIDDAs must enter information in all fields.

- Request Date/Time - auto-populated with the current date/time

  ➢ In accordance with the Local Intellectual and Developmental Authority (LIDDA) Handbook, the interest list request date must match the person or primary correspondent's signature date on Form 8648, Identification of Preferences.
    - If there are 59 calendar days or less between the signature date on Form 8546 and the data entry date, change the date in the **Request Date/Time** field to match the signature date on Form 8648.
    - If there are 60 calendar days or more between the signature date on Form 8648 and the data entry date, <u>DO NOT</u> change the date in the **Request Date/Time** field and, submit Form 8571, Request to Change

Interest List Information for Home and Community-based Services (HCS) or Texas Home Living (TxHmL) to liddarequests@hhs.texas.gov.

  o For detailed information on this process, refer to Local Intellectual and Developmental Authority (LIDDA) Handbook.

- Backdate reason – (*required if the* **Request Date/Time** *is changed*)

- Service County – (*auto-populated with the county of residence on the* **Personal Information** *page*).

  ➢ Do not change the service county when adding a new interest list. After the record is added, if the county needs to be changed, follow the instructions in the Updating Individual Address and/or Residential County section.

- Status – (*defaults to* **Interested**)

  ➢ Do not change the status when adding a new interest list. After the record is added, if the status needs to be changed, follow the instructions in the Updating Interest List section.

- Local Case Number - enter the local case number that was assigned in the Client Assignment and Registration (CARE) system.

- Click **Save**.

The **Individual Detail** page is displayed.

Individual Detail

Personal Information

Update Personal Information   **View Individual Address History**

Interest List ID:	IL122248229	**Contact Status:**	Active
CARE ID:	222	**CARE Status:**	Active
Name:	RKR TEST	**Phone Number:**	Ext:
SSN:		**Address:**	333 ST
Medicaid #:		**City/State/Zip:**	CITY , TEXAS
Birth Date:	02/01/2000	**Residence County:**	LIMESTONE
Age:	22 Year(s) 2 Months(s)	**Email Address:**	
Gender:	Unknown	**Preferred HCS Living:**	
Ethnicity:		**IDD Contact Declined:**	
Receiving SSI:	Unknown	**IDD Contact Due Date:**	04/17/2024
Receiving Medicaid:	Unknown	**Last Contact Date:**	04/18/2022
Community Services Received:		**Last Contacted By:**	
Do You think a move out of the home will be required within 1 Yr:	Unknown	**Living Arrangement:**	
		If at home, Age of main caregiver:	
Questionnaire:	Yes	**Facility Name:**	
Deceased:	No	**Date Admitted:**	
Individual resides in an Active Military Household:	No	**Date Discharged:**	
Individual not interviewed:	No	**Last Updated Date:**	04/18/2022
Inactive-Unable to Contact:	No	**Last Updated By:**	LIDDA220
Contact Attempted:		**Annual Contact Mail Date:**	
When does person want service(s):			

Individual Comments:

A full screenshot is not provided due to the size of the page.

Update an Existing CSIL Record

The local intellectual and developmental disability authority (LIDDA) can update an existing Community Services Interest List (CSIL) record to add or update a program interest list, update the demographic and personal information, or update the questionnaire.

Add Individual to Program

The local intellectual and developmental disability authority (LIDDA) can add a program's interest list to an existing Community Services Interest List (CSIL) record.

On the **Search Results** page, at the end of the person's existing record, in the **Add This Individual To** field select the program being added and click **Go**.

Search Results

Search Criteria: Last Name Exactly Matches TEST', First Name Starts With 'RKR', Residence County 'ALL'

Sort By: Last Name

Individuals 1 to 4 of 4

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all view edit	TEST, RKR	IL122248188				111111	Active		01/01/2000	LIMESTONE	111 STREET NAME	CITYNAME , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
view edit	Interested	Home & Community Services(HCS)	1792 of 1436, 138415 of 138418	HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/17/2022	04/17/2022	04/17/2022	04/16/2024
view edit	Interested	TX Home Living(TXHML)	1523 of 1167, 122855 of 122854	HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/17/2022	04/17/2022	04/17/2022	04/16/2024

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all view edit	TEST, RKR	IL122248229	Active			222	Active		02/01/2000	LIMESTONE	333 ST	CITY , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
view edit	Interested	Home & Community Services(HCS)		HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/18/2022	04/18/2022	04/18/2022	04/17/2024

Add This Individual To: [TX Home Living(TXHML) ▼] [Go]

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all view edit	TEST, RKRK	IL122248222	Active			111	Active		01/01/2001	LIMESTONE	111 ST	CITY , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
view edit	Interested	Home & Community Services(HCS)		HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/18/2022	04/18/2022	04/18/2022	04/17/2024

Add This Individual To: [TX Home Living(TXHML) ▼] [Go]

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all view edit	TEST, RKRR	IL122248223	Active			555	Active		03/01/2000	LIMESTONE	33ST	SAMECITY , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
view edit	Interested	Home & Community Services(HCS)		HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/18/2022	04/18/2022	04/18/2022	04/17/2024

Add This Individual To: [TX Home Living(TXHML) ▼] [Go]

You may add a new individual and questionnaire by clicking the link below

Add New Individual with Questionnaire ONLY

You may add the new individual by selecting a program below and clicking Go

Add New Individual To: [Home & Community Services(HCS) ▼] [Go]

The **Add Individual to Program** page is displayed.

Add Individual To Program

Update TEST, RKR, IL122248229 demographic and household information

Personal Information

Interest List ID: IL122248229   Contact Status: Active

* CARE ID: `222`   CARE Status: Active

* Last Name: `TEST`   Suffix: [▼]

* First Name: `RKR`   Middle Name: [   ]

Gender: ○ **Male** ○ **Female** ◉ **Unknown**

Ethnicity: [▼]

* Birth Date: `02/01/2000` mmddyyyy

SSN: [   ]

Medicaid #: [   ]

Age: `22 Year(s) 2 Months(s)`

Would you like to modify the individual address : ☐   **View Individual Address History**

* Address: `333 ST`

* City: `CITY`

* State: `TEXAS` [▼]

Zip Code: [   ]

Email Address: [   ]

* Residence County: `LIMESTONE` [▼]

Phone Number: [   ]   Ext: [   ]

Living Arrangement: [▼]

If at home, Age of main caregiver: [   ]

Do You think a move out of the home will be required within 1 Yr: ○ **Yes** ○ **No** ◉ **Unknown**

Preferred HCS Living: [▼]

When does person want service(s): [▼]

Facility Name: [   ]

Date Admitted: [   ]   Date Discharged: [   ]

Receiving SSI: ○ **Yes** ○ **No** ○ **Pending** ◉ **Unknown**

Receiving Medicaid: ○ **Yes** ○ **No** ◉ **Unknown**

* Community Services Received:
```
Unknown
None
AFC
```

Individual resides in an Active Military Household: ☐

Individual Comments History: Individual Comments:
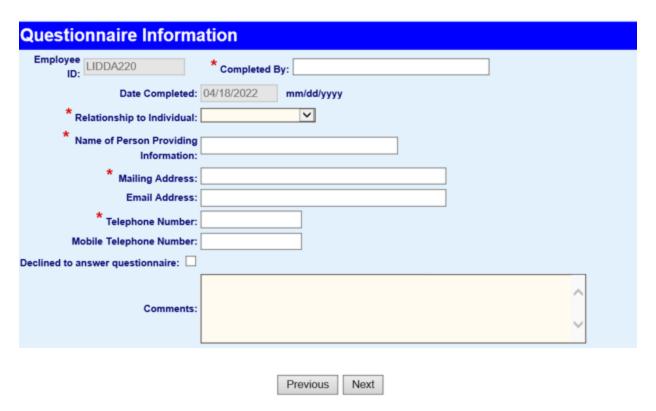
[   ]   [   ]

Next

28

On the **Add Individual to Program** page, review the existing information and make any necessary changes.

A red asterisk (*) indicates a system required fields. However, LIDDAs must enter information in all fields.

- Request Date/Time - auto-populated with the current date/time
  - ➢ In accordance with the [Local Intellectual and Developmental Authority (LIDDA) Handbook](#), the interest list request date must match the person or primary correspondent's signature date on [Form 8648](#), Identification of Preferences.
    - ▪ If there are 59 calendar days or less between the signature date on Form 8546 and the data entry date, change the date in the **Request Date/Time** field to match the signature date on Form 8648.
    - ▪ If there are 60 calendar days or more between the signature date on Form 8648 and the data entry date, <u>DO NOT</u> change the date in the **Request Date/Time** field and, submit [Form 8571](#), Request to Change Interest List Information for Home and Community-based Services (HCS) or Texas Home Living (TxHmL) to liddarequests@hhs.texas.gov.
      - o For detailed information on this process, refer to [Local Intellectual and Developmental Authority (LIDDA) Handbook](#).
- Backdate reason – (*required if the* **Request Date/Time** *is changed*)
- Service County – (*auto-populated with the county of residence on the* **Personal Information** *page*).
  - ➢ <u>Do not</u> change the service county when adding a new interest list. After the record is added, if the county needs to be changed, follow the instructions in the [Updating Individual Address and/or Residential County](#) section.
- Status – (*defaults to* **Interested**)
  - ➢ <u>Do not</u> change the status when adding a new interest list. After the record is added, if the status needs to be changed, follow the instructions in the [Updating Interest List](#) section.
- Local Case Number - enter the local case number that was assigned in the Client Assignment and Registration (CARE) system.
- Click **Save**.

The **Questionnaire for Waiver Program Interest List** page is displayed.

Questionnaire for Waiver Program Interest Lists

Questionnaire Information

Employee ID: LIDDA220

* Completed By:

Date Completed: 04/18/2022   mm/dd/yyyy

* Relationship to Individual:

* Name of Person Providing Information:

* Mailing Address:

Email Address:

* Telephone Number:

Mobile Telephone Number:

Declined to answer questionnaire: ☐

Comments:

[Previous] [Next]

A full screenshot is not provided due to the size of the page.

Follow the instructions in the Add New Questionnaire section or, if there is an existing questionnaire, follow the instructions in the Updating a Questionnaire section.

If applicable, repeat the steps in this section to add the other program.

Update Personal Information

The local intellectual and developmental disability authority (LIDDA) can update the demographic and personal information on an existing Community Services Interest List (CSIL) record.

On the **Search Results** page, click **Edit** on the main CSIL record to open the **Update Individual** page.

Another option is to click **View All** to open the **Individual Detail** page, Then, click **Update Personal Information**.

Search Results

Search Criteria: Last Name Exactly Matches TEST', First Name Starts With 'RKRK', Residence County 'ALL'

Sort By: Last Name

Individual 1 of 1

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all view edit	TEST, RKRK	IL122248222	Active			111	Active		01/01/2001	LIMESTONE	111 ST	CITY , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
view edit	Interested	Home & Community Services(HCS)		HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/18/2022	04/18/2022	04/18/2022	04/17/2024

Add This Individual To: TX Home Living(TXHML) ⌄ Go

You may add a new individual and questionnaire by clicking the link below

Add New Individual with Questionnaire ONLY

You may add the new individual by selecting a program below and clicking Go

Add New Individual To: Home & Community Services(HCS) ⌄ Go

Tip: Do not click **Edit** on a program's interest list record. This will only allow the LIDDA to update the information for that specific program's interest list.

Update Individual

Update TEST, RKRK, IL122248222 demographic and household information

Personal Information

Interest List ID: IL122248222   Contact Status: Active

* CARE ID: 111   CARE Status: Active

* Last Name: TEST   Suffix: [▾]

* First Name: RKRK   Middle Name: [   ]

Gender: ○ Male ○ Female ◉ Unknown

Ethnicity: [▾]

* Birth Date: 01/01/2001   mmddyyyy

SSN: [   ]

Medicaid #: [   ]

Age: 21 Year(s) 3 Months(s)

Would you like to modify the individual address : ☐   **View Individual Address History**

* Address: 111 ST

* City: CITY

* State: TEXAS [▾]

Zip Code: [   ]

Email Address: [   ]

* Residence County: LIMESTONE [▾]

Phone Number: [   ]   Ext: [   ]

Living Arrangement: [▾]

If at home, Age of main caregiver: [   ]

Do You think a move out of the home will be required within 1 Yr: ○ Yes ○ No ◉ Unknown

Preferred HCS Living: [▾]

When does person want service(s): [▾]

Facility Name: [   ]

Date Admitted: [   ]   Date Discharged: [   ]

Receiving SSI: ○ Yes ○ No ○ Pending ◉ Unknown

Receiving Medicaid: ○ Yes ○ No ◉ Unknown

* Community Services Received:
```
Unknown
None
AFC
```

Individual resides in an Active Military Household: ☐

Check if deceased: ☐

Inactive-Unable to Contact: ☐   Contact Attempted: [   ] mm/dd/yyyy

IDD Contact Declined: ☐

Date Of This Contact: [   ] mm/dd/yyyy

Next Contact Due: 04/17/2024

Individual Comments History: Individual Comments:

[Update]

Make the necessary changes and click **Update**. The **Personal Detail** page is displayed.

Texas Health and Human Services ● hhs.texas.gov ● Revised: 05/2022

Personal Detail

view all

Personal Information

Update Personal Information   **View Individual Address History**

Interest List ID:	IL122242570	Contact Status:	Active
CARE ID:	987654321	CARE Status:	Active
Name:	ASHJ TEST	Phone Number:	(555)555-5555 Ext:
SSN:	111-88-8645	Address:	123 SOME ST.
Medicaid #:	987654321	City/State/Zip:	SOMECITY , TEXAS 98765
Birth Date:	01/01/2000	Residence County:	LIMESTONE
Age:	22 Year(s) 3 Months(s)	Email Address:	
Gender:	Female	Preferred HCS Living:	First Available: Host or HCS Group Home
Ethnicity:	American Indian or Alaskan Native	IDD Contact Declined:	
Receiving SSI:	Yes	IDD Contact Due Date:	04/10/2024
Receiving Medicaid:	Yes	Last Contact Date:	04/11/2022
Community Services Received:		Last Contacted By:	
Do You think a move out of the home will be required within 1 Yr:	Yes	Living Arrangement:	Family or Friend
		If at home, Age of main caregiver:	60
Questionnaire:	Yes	Facility Name:	SOME FACILITY NAME
Deceased:	No	Date Admitted:	01/01/2020
Individual resides in an Active Military Household:	No	Date Discharged:	
Individual not interviewed:	No	Last Updated Date:	04/11/2022
Inactive-Unable to Contact:	No	Last Updated By:	LIDDA220
Contact Attempted:		Annual Contact Mail Date:	
When does person want service(s):	IMMEDIATELY		

Individual Comments:

```
LIDDA220 - 04/11/2022
Adding new record after confirming no existing record.
```

Contact Information

Add Contact Information for ASHJ TEST

Yes Interest List Information

HCS - HEART OF TEXAS REGION MHMR CENTER , LIMESTONE County (Interested)

TXHML - HEART OF TEXAS REGION MHMR CENTER , LIMESTONE County (Interested)

Tip: To review current and historical address information, click **View Individual Address History**.

Update Individual Address and/or Residential County

The local intellectual and developmental disability authority (LIDDA) can update the address and/or residential county on an existing Community Services Interest List (CSIL) record.

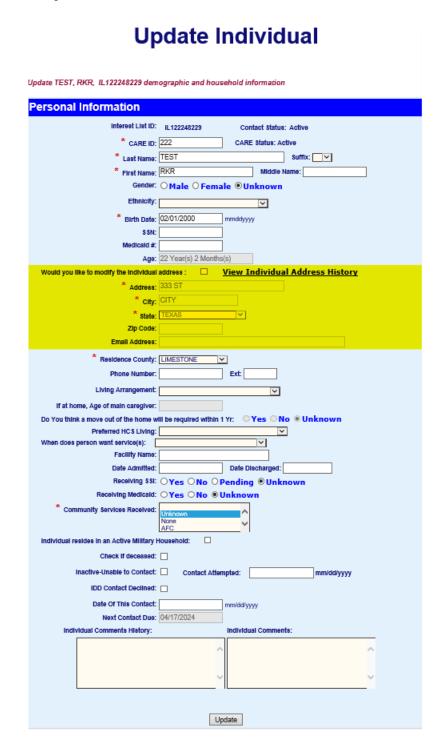On the **Search Results** page, click **Edit** on the main CSIL record to open the **Update Individual** page.

Another option is to click **View All** to open the **Individual Detail** page, Then, click **Update Personal Information**.

Search Results

Search Criteria: Last Name Exactly Matches TEST', First Name Starts With 'RKRK', Residence County 'ALL'

Sort By: Last Name

Individual 1 of 1

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all view edit	TEST, RKRK	IL122248222	Active			111	Active		01/01/2001	LIMESTONE	111 ST	CITY , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
view edit	Interested	Home & Community Services(HCS)		HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/18/2022	04/18/2022	04/18/2022	04/17/2024

Add This Individual To: [TX Home Living(TXHML) ▼] [Go]

You may add a new individual and questionnaire by clicking the link below

Add New Individual with Questionnaire ONLY

You may add the new individual by selecting a program below and clicking Go

Add New Individual To: [Home & Community Services(HCS) ▼] [Go]

Tip: <u>Do not</u> click **Edit** on a program's interest list record. This will only allow the LIDDA to update the information for that specific program's interest list.

On the **Update Individual** page, check the checkbox next to the question **Would you like to modify the individual address?**

This enables the address fields for the LIDDA to edit the address.
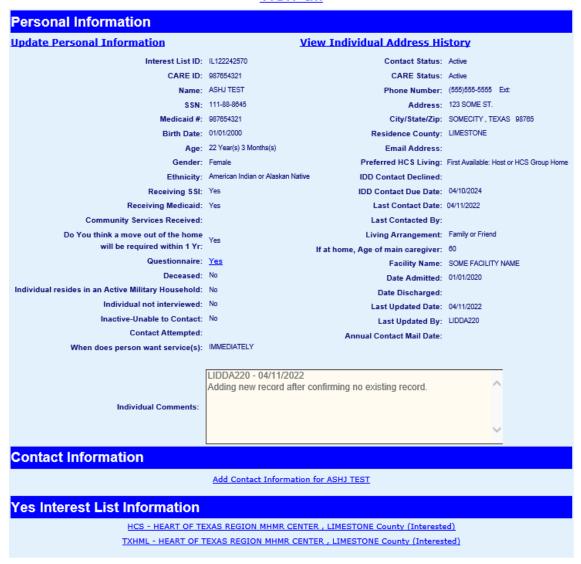
Transferring a CSIL Record

If the person moved to a new county, update the **Residence County** field also.

- If the new **Residence County** is in a different LIDDA's local service area, the CSIL record is transferred to the new LIDDA.

  - ➢ For information about when to transfer an interest list record, refer to refer to [Local Intellectual and Developmental Authority (LIDDA) Handbook](#).
  - ➢ If the new LIDDA wants to assign a different local case number, the new LIDDA must assign a local case number in the Client Assignment and Registration (CARE) system.
  - ➢ To change the local case number in CSIL, the new LIDDA must follow the instructions in the [Update Interest List](#) section.

Tip: To transfer a CSIL record, the **Residence County** must be changed on the **Personal Information** page. Changing the **Service County** on a specific interest list will only transfer that program's interest list.

Personal Detail

view all

Personal Information

Update Personal Information   **View Individual Address History**

Interest List ID:	IL122242570	Contact Status:	Active
CARE ID:	987654321	CARE Status:	Active
Name:	ASHJ TEST	Phone Number:	(555)555-5555 Ext:
SSN:	111-88-8645	Address:	123 SOME ST.
Medicaid #:	987654321	City/State/Zip:	SOMECITY , TEXAS 98765
Birth Date:	01/01/2000	Residence County:	LIMESTONE
Age:	22 Year(s) 3 Months(s)	Email Address:	
Gender:	Female	Preferred HCS Living:	First Available: Host or HCS Group Home
Ethnicity:	American Indian or Alaskan Native	IDD Contact Declined:	
Receiving SSI:	Yes	IDD Contact Due Date:	04/10/2024
Receiving Medicaid:	Yes	Last Contact Date:	04/11/2022
Community Services Received:		Last Contacted By:	
Do You think a move out of the home will be required within 1 Yr:	Yes	Living Arrangement:	Family or Friend
		If at home, Age of main caregiver:	60
Questionnaire:	Yes	Facility Name:	SOME FACILITY NAME
Deceased:	No	Date Admitted:	01/01/2020
Individual resides in an Active Military Household:	No	Date Discharged:	
Individual not interviewed:	No	Last Updated Date:	04/11/2022
Inactive-Unable to Contact:	No	Last Updated By:	LIDDA220
Contact Attempted:		Annual Contact Mail Date:	
When does person want service(s):	IMMEDIATELY		

Individual Comments:

```
LIDDA220 - 04/11/2022
Adding new record after confirming no existing record.
```

Contact Information

Add Contact Information for ASHJ TEST

Yes Interest List Information

HCS - HEART OF TEXAS REGION MHMR CENTER , LIMESTONE County (Interested)
TXHML - HEART OF TEXAS REGION MHMR CENTER , LIMESTONE County (Interested)

Update Contact Information

The local intellectual and developmental disability authority (LIDDA) can add a new contact, update an existing contact or delete a contact.
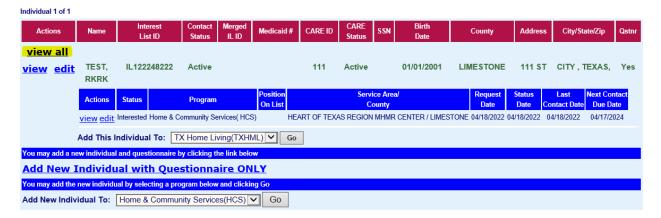
Add a New Contact

The local intellectual and developmental disability authority (LIDDA) can add a new contact to an existing Community Services Interest List (CSIL) record.

On the **Search Results** page, click **View All** on the person's main CSIL record to open the **Individual Detail** page.
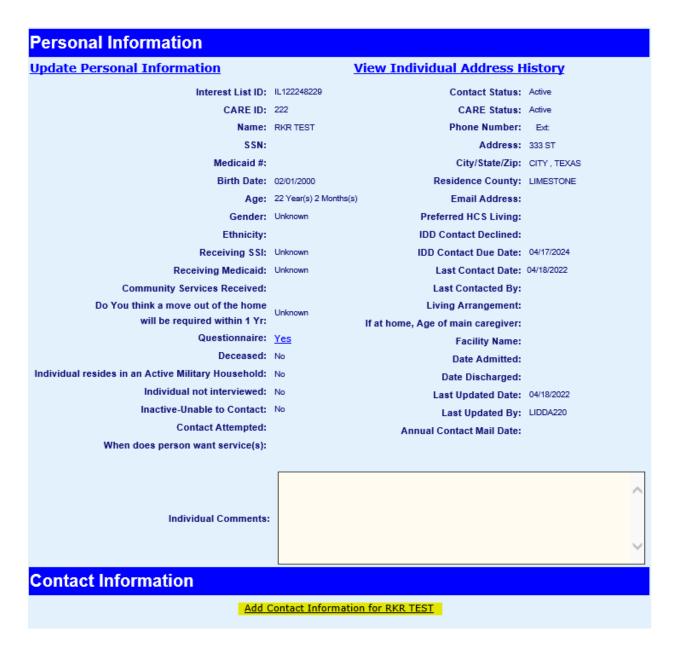
Search Results

Search Criteria: Last Name Exactly Matches TEST', First Name Starts With 'RKRK', Residence County 'ALL'

Sort By: Last Name

Individual 1 of 1

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all view edit	TEST, RKRK	IL122248222	Active			111	Active		01/01/2001	LIMESTONE	111 ST	CITY , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/ County		Request Date	Status Date	Last Contact Date	Next Contact Due Date
view edit	Interested	Home & Community Services(HCS)		HEART OF TEXAS REGION MHMR CENTER / LIMESTONE		04/18/2022	04/18/2022	04/18/2022	04/17/2024

Add This Individual To: [TX Home Living(TXHML) ▾] [Go]

You may add a new individual and questionnaire by clicking the link below

Add New Individual with Questionnaire ONLY

You may add the new individual by selecting a program below and clicking Go

Add New Individual To: [Home & Community Services(HCS) ▾] [Go]

Individual Detail

Personal Information

Update Personal Information   **View Individual Address History**

Interest List ID:	IL122248229	Contact Status:	Active
CARE ID:	222	CARE Status:	Active
Name:	RKR TEST	Phone Number:	Ext:
SSN:		Address:	333 ST
Medicaid #:		City/State/Zip:	CITY , TEXAS
Birth Date:	02/01/2000	Residence County:	LIMESTONE
Age:	22 Year(s) 2 Months(s)	Email Address:	
Gender:	Unknown	Preferred HCS Living:	
Ethnicity:		IDD Contact Declined:	
Receiving SSI:	Unknown	IDD Contact Due Date:	04/17/2024
Receiving Medicaid:	Unknown	Last Contact Date:	04/18/2022
Community Services Received:		Last Contacted By:	
Do You think a move out of the home will be required within 1 Yr:	Unknown	Living Arrangement:	
		If at home, Age of main caregiver:	
Questionnaire:	Yes	Facility Name:	
Deceased:	No	Date Admitted:	
Individual resides in an Active Military Household:	No	Date Discharged:	
Individual not interviewed:	No	Last Updated Date:	04/18/2022
Inactive-Unable to Contact:	No	Last Updated By:	LIDDA220
Contact Attempted:		Annual Contact Mail Date:	
When does person want service(s):			

Individual Comments:

Contact Information

Add Contact Information for RKR TEST

On the **Individual Detail** page, in the **Contact Information** section, click **Add Contact Information for** (person's name). The **New Contact** page is displayed.

New Contact

Enter new contact information for ASHJ TEST , IL122242570

Contact Information

*Contact Type: [▼]

Name: [   ]

Address: [   ]

City: [   ]

State: [TEXAS   ▼]

ZipCode: [   ]

Home Phone: [   ]

Home Ext: [   ]

Other Phone: [   ]

Other Ext: [   ]

[Save]

A red asterisk (*) indicates a system required field. However, LIDDAs must enter information in all fields.

● Contact Type
● Name
● Address (*including city, state, and zip code*)
● Home Phone (*if there is no home phone number, enter a mobile phone number or other primary phone number*)

Click **Save**.
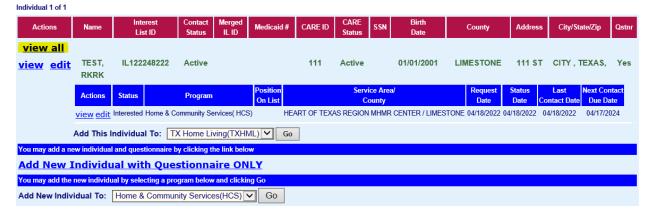
Update an Existing Contact

The local intellectual and developmental disability authority (LIDDA) can update a contact to an existing Community Services Interest List (CSIL) record.

On the **Search Results** page, click **View All** on the person's main CSIL record to open the **Individual Detail** page.
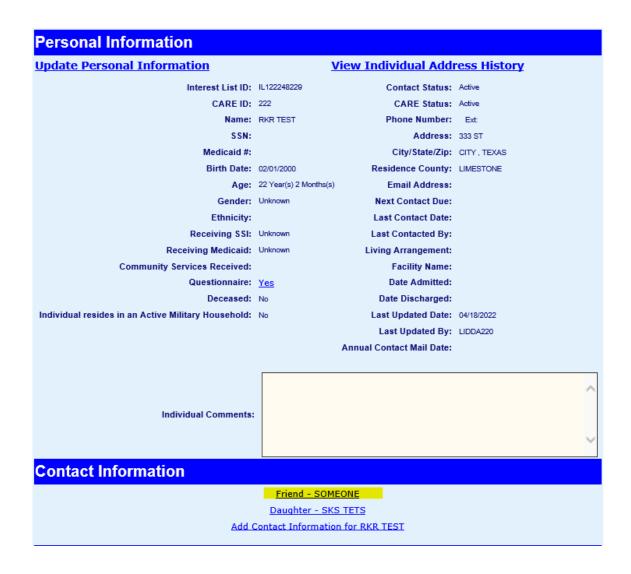
Search Results

Search Criteria: Last Name Exactly Matches TEST', First Name Starts With 'RKRK', Residence County 'ALL'
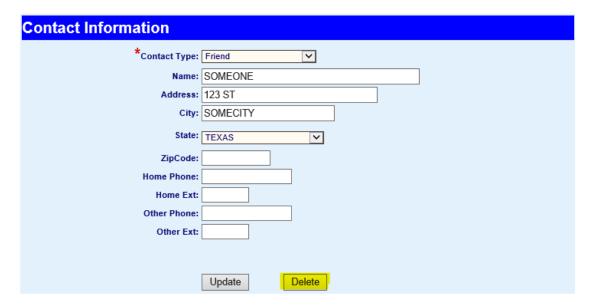
Sort By: Last Name

Individual 1 of 1

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all view edit	TEST, RKRK	IL122248222	Active			111	Active		01/01/2001	LIMESTONE	111 ST	CITY , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
view edit	Interested	Home & Community Services(HCS)		HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/18/2022	04/18/2022	04/18/2022	04/17/2024

Add This Individual To: [TX Home Living(TXHML) ▼] [Go]

You may add a new individual and questionnaire by clicking the link below

Add New Individual with Questionnaire ONLY

You may add the new individual by selecting a program below and clicking Go

Add New Individual To: [Home & Community Services(HCS) ▼] [Go]

Individual Detail

Personal Information

Update Personal Information   **View Individual Address History**

Interest List ID: IL122248229	**Contact Status:** Active
CARE ID: 222	**CARE Status:** Active
Name: RKR TEST	**Phone Number:** Ext:
SSN:	**Address:** 333 ST
Medicaid #:	**City/State/Zip:** CITY , TEXAS
Birth Date: 02/01/2000	**Residence County:** LIMESTONE
Age: 22 Year(s) 2 Month(s)	**Email Address:**
Gender: Unknown	**Next Contact Due:**
Ethnicity:	**Last Contact Date:**
Receiving SSI: Unknown	**Last Contacted By:**
Receiving Medicaid: Unknown	**Living Arrangement:**
Community Services Received:	**Facility Name:**
Questionnaire: Yes	**Date Admitted:**
Deceased: No	**Date Discharged:**
Individual resides in an Active Military Household: No	**Last Updated Date:** 04/18/2022
	Last Updated By: LIDDA220
	Annual Contact Mail Date:

Individual Comments:

Contact Information

Daughter - SKS TETS

Add Contact Information for RKR TEST

On the **Individual Detail** page, in the **Contact Information** section, click the name of the contact being updated. The **Update Contact** page is displayed.
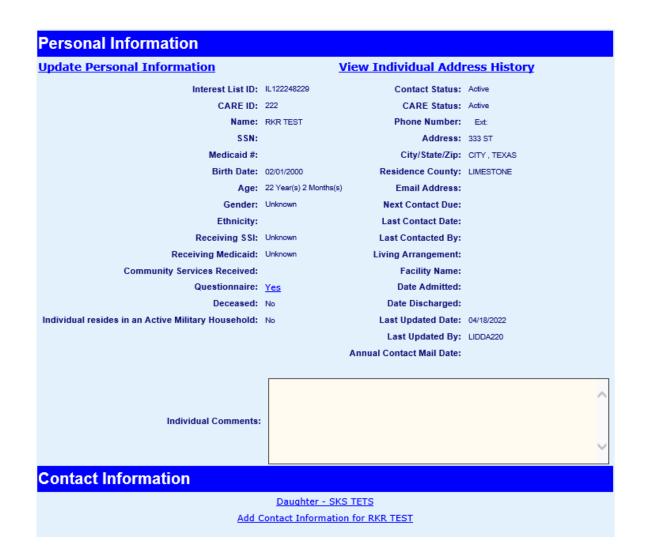
Update Contact

Make changes to a contact for RKR TEST, IL122248229

Contact Information

*Contact Type:	Daughter
Name:	SKS TETS
Address:	11245 ST
City:	CITY
State:	TEXAS
ZipCode:	77777
Home Phone:	(222)222-2222
Home Ext:	
Other Phone:	
Other Ext:	

[Update] [Delete]

A red asterisk (*) indicates a system required field. However, LIDDAs must enter information in all fields.

● Contact Type
● Name
● Address (*including city, state, and zip code*)
● Home Phone (*if there is no home phone number, enter a mobile phone number or other primary phone number*)

Click **Save**.

Delete a Contact

The local intellectual and developmental disability authority (LIDDA) can delete a contact to an existing Community Services Interest List (CSIL) record.

On the **Search Results** page, click **View All** on the person's main CSIL record to open the **Individual Detail** page.

Search Results

Search Criteria: Last Name Exactly Matches TEST', First Name Starts With 'RKRK', Residence County 'ALL'
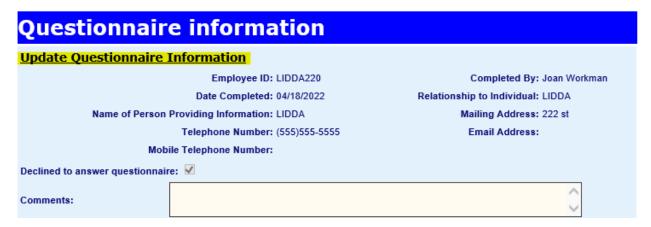
Sort By: Last Name

Individual 1 of 1

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all view edit	TEST, RKRK	IL122248222	Active			111	Active		01/01/2001	LIMESTONE	111 ST	CITY , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
view edit	Interested	Home & Community Services(HCS)		HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/18/2022	04/18/2022	04/18/2022	04/17/2024

Add This Individual To: [TX Home Living(TXHML) ▼] [Go]

You may add a new individual and questionnaire by clicking the link below

Add New Individual with Questionnaire ONLY

You may add the new individual by selecting a program below and clicking Go

Add New Individual To: [Home & Community Services(HCS) ▼] [Go]

Individual Detail

Personal Information

Update Personal Information   **View Individual Address History**

Interest List ID:	IL122248229	**Contact Status:**	Active
CARE ID:	222	**CARE Status:**	Active
Name:	RKR TEST	**Phone Number:**	Ext:
SSN:		**Address:**	333 ST
Medicaid #:		**City/State/Zip:**	CITY , TEXAS
Birth Date:	02/01/2000	**Residence County:**	LIMESTONE
Age:	22 Year(s) 2 Months(s)	**Email Address:**	
Gender:	Unknown	**Next Contact Due:**	
Ethnicity:		**Last Contact Date:**	
Receiving SSI:	Unknown	**Last Contacted By:**	
Receiving Medicaid:	Unknown	**Living Arrangement:**	
Community Services Received:		**Facility Name:**	
Questionnaire:	Yes	**Date Admitted:**	
Deceased:	No	**Date Discharged:**	
Individual resides in an Active Military Household:	No	**Last Updated Date:**	04/18/2022
		Last Updated By:	LIDDA220
		Annual Contact Mail Date:	

Individual Comments:

Contact Information

Friend - SOMEONE

Daughter - SKS TETS

Add Contact Information for RKR TEST

On the **Individual Detail** page, in the **Contact Information** section, click the name of the contact being deleted. The **Update Contact** page is displayed.

Update Contact

Make changes to a contact for RKR TEST, IL122248229

Contact Information

*Contact Type:	Friend
Name:	SOMEONE
Address:	123 ST
City:	SOMECITY
State:	TEXAS
ZipCode:	
Home Phone:	
Home Ext:	
Other Phone:	
Other Ext:	

Update   Delete

Click **Delete**. The **Individual Detail** page is displayed.

Individual Detail

Personal Information

Update Personal Information   **View Individual Address History**

Interest List ID: IL122248229	**Contact Status:** Active
CARE ID: 222	**CARE Status:** Active
Name: RKR TEST	**Phone Number:** Ext:
SSN:	**Address:** 333 ST
Medicaid #:	**City/State/Zip:** CITY , TEXAS
Birth Date: 02/01/2000	**Residence County:** LIMESTONE
Age: 22 Year(s) 2 Months(s)	**Email Address:**
Gender: Unknown	**Next Contact Due:**
Ethnicity:	**Last Contact Date:**
Receiving SSI: Unknown	**Last Contacted By:**
Receiving Medicaid: Unknown	**Living Arrangement:**
Community Services Received:	**Facility Name:**
Questionnaire: Yes	**Date Admitted:**
Deceased: No	**Date Discharged:**
Individual resides in an Active Military Household: No	**Last Updated Date:** 04/18/2022
	Last Updated By: LIDDA220
	Annual Contact Mail Date:

Individual Comments:

Contact Information

Daughter - SKS TETS

Add Contact Information for RKR TEST

Update a Questionnaire

The local intellectual and developmental disability authority (LIDDA) can update a questionnaire on an existing Community Services Interest List (CSIL) record.

On the **Search Results** page, clicking **View All** to open the **Individual Detail** page.

Search Results

Search Criteria: Last Name Exactly Matches TEST', First Name Starts With 'RKRK', Residence County 'ALL'

Sort By: Last Name

Individual 1 of 1

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all													
view edit	TEST, RKRK	IL122248222	Active			111	Active		01/01/2001	LIMESTONE	111 ST	CITY , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
view edit	Interested	Home & Community Services(HCS)		HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/18/2022	04/18/2022	04/18/2022	04/17/2024

Add This Individual To: [TX Home Living(TXHML) ▼] [Go]

You may add a new individual and questionnaire by clicking the link below

Add New Individual with Questionnaire ONLY

You may add the new individual by selecting a program below and clicking Go

Add New Individual To: [Home & Community Services(HCS) ▼] [Go]

Individual Detail

Personal Information

Update Personal Information   **View Individual Address History**

Interest List ID:	IL122248222	Contact Status:	Active
CARE ID:	111	CARE Status:	Active
Name:	RKRK TEST	Phone Number:	Ext
SSN:		Address:	111 ST
Medicaid #:		City/State/Zip:	CITY , TEXAS
Birth Date:	01/01/2001	Residence County:	LIMESTONE
Age:	21 Year(s) 3 Months(s)	Email Address:	
Gender:	Unknown	Preferred HCS Living:	
Ethnicity:		IDD Contact Declined:	
Receiving SSI:	Unknown	IDD Contact Due Date:	04/17/2024
Receiving Medicaid:	Unknown	Last Contact Date:	04/18/2022
Community Services Received:		Last Contacted By:	
Do You think a move out of the home will be required within 1 Yr:	Unknown	Living Arrangement:	
		If at home, Age of main caregiver:	
Questionnaire:	Yes	Facility Name:	
Deceased:		Date Admitted:	
Individual resides in an Active Military Household:	No	Date Discharged:	
Individual not interviewed:	Yes	Last Updated Date:	04/18/2022
Inactive-Unable to Contact:	No	Last Updated By:	LIDDA220
Contact Attempted:		Annual Contact Mail Date:	
When does person want service(s):			

Individual Comments:

Go to the field labeled **Questionnaire** and click **Yes**. The **Questionnaire for Waiver Program Interest Lists** page is displayed.

Questionnaire for Waiver Program Interest Lists

Questionnaire information for TEST, RKRK , IL122248222

Questionnaire information

Update Questionnaire Information

Employee ID: LIDDA220   Completed By: Joan Workman

Date Completed: 04/18/2022   Relationship to Individual: LIDDA

Name of Person Providing Information: LIDDA   Mailing Address: 222 st

Telephone Number: (555)555-5555   Email Address:

Mobile Telephone Number:

Declined to answer questionnaire: ☑

Comments:

A full screenshot is not provided due to the size of the page.

Click **Update Questionnaire Information**. The **Update Questionnaire for Waiver Program Interest Lists** page is displayed.

Update Questionnaire for Waiver Program Interest Lists

Update individual questionnaire for TEST, RKRK , IL122248222

Questionnaire Information

Employee ID: LIDDA220

* Completed By: Joan Workman

Date Completed: 04/18/2022   mm/dd/yyyy

* Relationship to Individual: LIDDA

* Name of Person Providing Information: LIDDA

* Mailing Address: 222 st

Email Address:

* Telephone Number: (555)555-5555

Mobile Telephone Number:

Declined to answer questionnaire: ☑

Comments:

[Save]

A full screenshot is not provided due to the size of the page.

Review all the information and make the necessary changes.

A red asterisk (*) indicates a system required field. However, LIDDAs must enter information in all fields.

Enter the following information as it pertains the person who is providing the information to the LIDDA:

- Relationship to Individual

- Name of Person Providing Information

- Mailing Address

- Telephone Number

- Initial action taken

- Declined to answer the questionnaire (*check this box ONLY if the person does not want to participate in the questionnaire*)

- Comments - enter the reason the person declined (*if applicable*).

Click **Save**. The **Individual Detail** page is displayed.

Update an Interest List

The local intellectual and developmental disability authority (LIDDA) can update the information on the Home and Community-based Services (HCS) or Texas Home Living (TxHmL) interest lists.

On the **Search Results** page, click **View All** to open the **Individual Detail** page.

Search Results

Search Criteria: Last Name Exactly Matches TEST', First Name Starts With 'RKRK', Residence County 'ALL'

Sort By: Last Name

Individual 1 of 1

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all view edit	TEST, RKRK	IL122248222	Active			111	Active		01/01/2001	LIMESTONE	111 ST	CITY , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
view edit	Interested	Home & Community Services(HCS)		HEART OF TEXAS REGION MHMR CENTER / LIMESTONE	04/18/2022	04/18/2022	04/18/2022	04/17/2024

Add This Individual To: [TX Home Living(TXHML) ⌄] [Go]

You may add a new individual and questionnaire by clicking the link below

Add New Individual with Questionnaire ONLY

You may add the new individual by selecting a program below and clicking Go

Add New Individual To: [Home & Community Services(HCS) ⌄] [Go]

Individual Detail

Personal Information

Update Personal Information   **View Individual Address History**

Interest List ID:	IL122248222	**Contact Status:**	Active
CARE ID:	111	**CARE Status:**	Active
Name:	RKRK TEST	**Phone Number:**	Ext:
SSN:		**Address:**	111 ST
Medicaid #:		**City/State/Zip:**	CITY , TEXAS
Birth Date:	01/01/2001	**Residence County:**	LIMESTONE
Age:	21 Year(s) 3 Months(s)	**Email Address:**	
Gender:	Unknown	**Preferred HCS Living:**	
Ethnicity:		**IDD Contact Declined:**	
Receiving SSI:	Unknown	**IDD Contact Due Date:**	04/17/2024
Receiving Medicaid:	Unknown	**Last Contact Date:**	04/18/2022
Community Services Received:		**Last Contacted By:**	
Do You think a move out of the home will be required within 1 Yr:	Unknown	**Living Arrangement:**	
		If at home, Age of main caregiver:	
Questionnaire:	Yes	**Facility Name:**	
Deceased:		**Date Admitted:**	
Individual resides in an Active Military Household:	No	**Date Discharged:**	
Individual not interviewed:	Yes	**Last Updated Date:**	04/18/2022
Inactive-Unable to Contact:	No	**Last Updated By:**	LIDDA220
Contact Attempted:		**Annual Contact Mail Date:**	
When does person want service(s):			

Individual Comments:

Contact Information

Add Contact Information for RKRK TEST

Interest List Information

HCS - HEART OF TEXAS REGION MHMR CENTER , LIMESTONE County (Interested)

Home & Community Services(HCS) -   , LIMESTONE County (Interested)

Update Interest List Information

Scroll to the bottom of the page. In the **Interest List Information** section, find the specific program and click **Update Interest List Information**. The **Update Interest List** page is displayed.

Update Interest List

Update TEST, RKRK, IL122248222 interest list information

Home & Community Services (HCS) - HEART OF TEXAS REGION MHMR CENTER, LIMESTONE County (Interested)

* **Request Date/Time:** 04/18/2022 16:11

Admin Add: ☐

Backdate Reason: [▼]

* **Service County:** LIMESTONE ▼

* **Status:** Interested ▼

Bypass: [▼]

Slot Type: [▼]

Local Case Number: [ ]

Component Code: 220

Next Contact Due: 04/17/2024

Date Letter Mailed: [ ]

Date Released: [ ]

Date Assigned/Pre-Enrolled: [ ]

Date Closed: [ ]

Closure Reason: [▼]

Program Comments History:

Program Comments:

[Save] will not be complete until this button is pressed

> **Tip**: Clicking **Edit** on the specific interest list record will also open the **Update Interest List** page.

Search Results

Search Criteria: Last Name Exactly Matches 'TEST', First Name Starts With 'RKRK', Residence County 'ALL'

Sort By: Last Name

Individual 1 of 1

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	CARE ID	CARE Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
view all view edit	TEST, RKRK	IL122248222	Active			111	Active		01/01/2001	LIMESTONE	111 ST	CITY , TEXAS,	Yes

Actions	Status	Program	Position On List	Service Area/County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
view edit	Interested	Home & Community Services(HCS)			04/18/2022	04/18/2022	04/18/2022	04/17/2024

Add This Individual To: [TX Home Living(TXHML) ▾] [Go]

You may add a new individual and questionnaire by clicking the link below

Add New Individual with Questionnaire ONLY

You may add the new individual by selecting a program below and clicking Go

Add New Individual To: [Home & Community Services(HCS) ▾] [Go]

A red asterisk (*) indicates a system required field. However, LIDDAs must enter information in all fields.

- Request Date/Time - auto-populated with the person's request date. Do not change the request date when updating the program's interest list record.

- Service County - This field is prefilled with county of residence on the **Personal Information** page. If it is incorrect, do not change it on this page. Follow the instructions in the [Updating Individual Address and/or Residential County](#) section.

- Status - This field defaults to **Interested**. For information about when change an interest list status, refer to refer to [Local Intellectual and Developmental Authority (LIDDA) Handbook](#).

- Local Case Number - This field is prefilled with the local case number previously entered. If it is incorrect, it can be changed here. However, it must match the local case number for the LIDDA that is assigned in the Client Assignment and Registration (CARE) system.

- Date Closed - If the LIDDA changes the Status field, this field is auto-populated with the current date.

- Closure Reason - If the LIDDA changes the Status field, this field is enabled and required. The LIDDA must select the applicable closure reason. Refer to refer to [Local Intellectual and Developmental Authority (LIDDA) Handbook](#).

- Program Comments - Each time the LIDDA changes a person's interest list record, the LIDDA must enter a comment to *clearly* describe the change and the reason for the change.

Click **Save**. The **Individual Detail** page is displayed.

Tip: If applicable, follow this process to update the information on the other program's interest list.

Biennial Contacts

The LIDDA can update information on a Community Services Interest List (CSIL) record at any time. However, during each term of the LIDDA Performance Contract, LIDDAs are required to contact each person on the Home and Community-based Services (HCS) and Texas Home Living (TxHmL) interest lists whose interest list status is **Interested** unless the record is marked as **Inactive**.

The LIDDA is required to determine if any updates need to be made in CSIL. If so, the LIDDA must follow the instruction in the [Updating an Existing CSIL Record](#) section.

For detailed information about the requirements for biennial contact, refer to refer to [Local Intellectual and Developmental Authority (LIDDA) Handbook](#).

There are weekly, monthly, and quarterly reports available on the CSIL home page to assist the local intellectual and disability authority (LIDDA) with meeting their biennial contact requirements. To ensure the most current information is generated for the report, select **Weekly** in the drop-down menu and click the **Go** button.

HC027883.W/M/Q-Interest List Biennial Contacts-Summary

This report provides the total number of contacts required for the biennium, the total number of contacts completed, the total number of contacts not yet completed, and the percentage completed. This is the report is used to measure the LIDDA's Biennial Contact performance.

Year-to-Date Counts of Individuals on the Interest List for Services Requiring Biennial Contact (Report No: HC027883_W)

Please enter search criteria and press Find

Report Created Date:	02-Jan-2022	Find

As Of Date: 01/02/2022   Total Records 1 to 39 of 39

Component Code	Component Name	Total	Contact	No Contact	Percentage Contacted
Total		80868	25	80843	0.03

Download   *** INCLUDES HCS AND TXHML ONLY ***

The **Report Created Date** can be used to view past versions of the report. Select the desired date from the dropdown list and click the **Find** button.

Click the **Download** button to download the report in MS Excel format.

This is a summary report. For detailed information, view the HC027884.W/M/Q–Interest List Biennial Contacts–Detail report.

HC027884.W/M/Q-Interest List Biennial Contacts-Detail

This report provides detailed information about each contact required during the biennium.

The person's identifying information, contact information, contact status, program, interest list date, interest list status, status date, and last contact date is displayed.

The far right column shows whether the person has been **Contacted** or **Not Contacted.**

Year-To-Date Report of Individuals on the Interest List Requiring Biennial Contact (Report No: HC027884_W)

Please enter search criteria and press Find

Report Created Date: 02-Jan-2022 ▼

Service Area: ▢ ▼ [Find]

As Of Date: 01/02/2022

Unique Individuals On Interest list: 847   Individuals On HCS & TXHML Interest list: 1 to 1,498 of 1,498

Component Code:

Interest List ID	CARE ID	Name	Contact Status	Address City/State/Zip	Phone Number	Program	Request Date	Local Case Number	Status	Status Date	Last Contact Date	Biennial Status

Individuals On Interest list: 847   Contacted During Biennium: 5   Not Contacted During Biennium: 842   Percent Contacted: 0.59

Grand Total of Individuals On Interest list: 80868   Contacted During Biennium: 25   Not Contacted During Biennium: 80843   Percent Contacted: 0.03

[Download]

The **Report Created Date** can be used to view past versions of the report. Select the desired date from the dropdown list and click the **Find** button.

Click the **Download** button to download the report in MS Excel format.

The **Service Area** can be used to narrow the list to a specific LIDDA. Select the desired LIDDA from the dropdown list and click the **Find** button.

Contacts Due for Program Type

On the Community Services Interest List (CSIL) Home Page, select LIDDA in the **Contacts Due for Program Type** field, and click the **Go** button. The **Criteria for Contacts Due** page is displayed.

The LIDDA must use the **Contact Due tool** on the CSIL Home Page to add the biennial contact information.

Criteria for Contacts Due

Select the desired filtering criteria in the **Programs**, **Service Area, Contact Status, and Sort By** fields and click the **Find** button. The **Contacts Due As of** page is displayed.

> **Tip**: To view the report in MS Excel, click the **Download All** button before clicking **Find**.

> **Tip:** To generate a list of people who have not been contacted during the current performance contract period, select **ALL** in the **Program** field and enter the last day of the current biennium in the **As of Date** field. Example: 08/31/2023

Contacts Due
As of 08/31/2023

Unique Count of Individuals: 952   Individuals on HCS and TxHml Interest list 1 to 1000 of 1,722

Actions	Interest List ID	Name	CARE ID	Contact Status	Program	Component Code	Service County	Local Case Number	Slot Type	Position On List	Date of Last Contact	Date Contact Due	Date of Request	Phone #	Address City/State/Zip
edit															
edit															
edit															
edit															
edit															
edit															
edit															

Click the **Edit** button next to a person's Interest List ID to open the **Update Interest List** page.

Update Interest List

Update , IL121364286 interest list information

Home & Community Services (HCS) - HEART OF TEXAS REGION MHMR CENTER, MARION County (Interested)

* **Request Date/Time:** 03/18/2008 00:00

Admin Add: ☐

Backdate Reason: [▼]

* **Service County:** [▼]

* **Status:** [Interested ▼]

Bypass: [▼]

Slot Type: [▼]

Local Case Number: 0000238100

Component Code: 220

Date Of This Contact: [ ]

Next Contact Due: 02/15/2012

Date Letter Mailed: [ ]

Date Released: [ ]

Date Assigned/Pre-Enrolled: [ ]

Date Closed: [ ]

Closure Reason: [▼]

Program Comments History: [ ]

Program Comments: [ ]

[Save] will not be complete until this button is pressed

63

Successful Contact

If the primary correspondent has been contacted, enter the date contact was made in the **Date of This Contact** field.

The LIDDA must use the **Contact Due tool** on the CSIL Home Page to add the biennial contact information. Otherwise, the **Date of this Contact** field is not available on the **Update Interest List** page.

Enter comments in the **Program Comments** field.

Click **Save**. The **Individual Interest List Detail** page is displayed.

- If the person's CSIL record needs to be updated, follow the instructions in the [Update Personal Information](#) section of the user guide.

- If the person's CSIL record does not need to be updated, use the *Back* hyperlink at the top of the page to return to the **Contacts Due As of** page. The person is no longer listed on the contacts due report.

Unsuccessful Contact

If all attempts to contact the primary correspondent are unsuccessful in accordance with [Local Intellectual and Developmental Authority (LIDDA) Handbook](#), do not enter a date in the **Date of This Contact** field. Skip to the **Program Comments** field and enter a comment describing the contact attempts made by the LIDDA.

Click **Save**. The **Individual Interest List Detail** page is displayed.

On the **Individual Interest List Detail** page, click **View All**. The **Individual Detail** page is displayed.

On the **Individual Detail** page, click **Update Personal Information**. The **Update Individual** page is displayed.

On the **Update Individual** page, check the **Inactive-Unable to Contact** checkbox. The **Contact Attempted** field is enabled and required. Enter the date the LIDDA determined the primary correspondent could not be contacted.

Click the **Update** button. The **Personal Detail** page is displayed. The person's **CARE Status** is **Inactive**.

Tip: Updating the biennial contact for the HCS or TxHmL interest list record will update both program interest list records.

Deceased Discrepancy Report

The Social Security Administration (SSA) provides the Health and Human Services Commission (HHSC) with a list of people who have been reported to the SSA as deceased. HHSC uses the report is create a **Deceased Discrepancy Report** and the system automatically checks the **Check if deceased** checkbox on the person's Community Services Interest List (CSIL) record. The local intellectual and developmental disability authority (LIDDA) must review the report to determine whether the persons listed are truly deceased.

On the CSIL home page, click the **Deceased Discrepancy Report**.

Click the **Download All** button to download the report in MS Excel format, or click on the **Interest List ID** for each record to view the **Individual Interest List Detail** page.

Deceased Discrepancy Report

2371 records found for the criteria

InterestList ID	Care ID	Last Name	First Name	Medicaid ID	InterestList Type	Deceased Date
IL123456789	123456	Last Name1	First Name1		CARE	01/15/2017
IL123456788	123457	Last Name2	First Name2		CARE	10/23/2014
IL123456787		Last Name3	First Name3		REGION	01/06/2006
IL123456876	123458	Last Name4	First Name4		CARE, REGION	06/03/2004
IL123456785		Last Name5	First Name5		REGION	03/06/2013

Download All — will not be complete until this button is pressed

If the LIDDA confirms the person is deceased, the LIDDA must close the person's Home and Community-based Services (HCS) and/or Texas Home Living (TxHmL) interest list record(s). Follow the instructions in the Updating Interest List section.

If the LIDDA confirms the person is NOT deceased, the LIDDA must uncheck the **Check if deceased** check box on the person's CSIL record. Follow the instructions in the Updating Personal Information section.

Interest List Summary

To download a program's interest list, on the Community Services Interest List (CSIL) home page, click **Interest List Summary**. The **Interest List Summary** page is displayed.
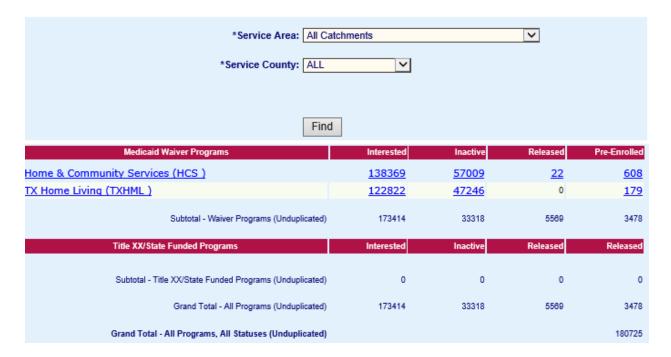

To download the statewide interest list, in the **Service Area** field, select **All Catchments,** and in the **Service County** field, select **ALL**.

To download a LIDDA's local interest list, the LIDDA can select the name of the LIDDA in the **Service Area** field. To download an interest list for a specific county, the LIDDA can select the county in the **Service County** field.

Click the **Find** button.

Interest List Summary

*Service Area:	All Catchments
*Service County:	ALL

Find

Medicaid Waiver Programs	Interested	Inactive	Released	Pre-Enrolled
Home & Community Services (HCS)	138369	57009	22	608
TX Home Living (TXHML)	122822	47246	0	179
Subtotal - Waiver Programs (Unduplicated)	173414	33318	5569	3478

Title XX/State Funded Programs	Interested	Inactive	Released	Released
Subtotal - Title XX/State Funded Programs (Unduplicated)	0	0	0	0
Grand Total - All Programs (Unduplicated)	173414	33318	5569	3478
Grand Total - All Programs, All Statuses (Unduplicated)				180725

Click on the program name to generate a list of people on the specific program's interest list.

Click on the number in the **Interested** column to generate a list people whose interest list status for the specific program is Interested (includes Active or Inactive records).

Click on the number in the **Inactive** column to generate a list of people whose interest list status for the specific program is Interested but Inactive.

Click on the number in the **Released** column to generate a list of people whose interest list status for the specific program is Released.

Click on the number to in the **Pre-enrolled** column to generate a list of people whose interest list status for the specific program is Pre-enrolled.

The **Interest List Summary Detail** page is displayed.

Interest List Summary Detail

Individuals 1 to 22 of 22

Actions	Service Area	Program	Status	Interest List ID	CARE ID	Local Case Number	Slot Type	Position On List	Date of Last Contact	Contact Status	Name	Medicaid #	Bypass	Date of Request	Service County	Phone #	Address City/State/Zip
view																	
view																	
view																	

[Download]

Click **View** next to a person's name to see their **Interest List Details** page or click the **Download** button to download the report in MS Excel format.

HCS Closure Reasons

To view a list of **Closed** interest list records for a specified date range, on the Community Services Interest List (CSIL) home page, click **HCS Closure Reasons** (includes TxHmL). The **HCS Interest List Closure Reasons** page is displayed.

Enter the desired date range and click the **Find** button.

HCS Interest List Closure Reasons

Please enter search criteria and press Find

* Start Date:	01012019	mmddyyyy	* End Date:	01012019	mmddyyyy

Find   Clear

The **HCS Interest List Closure Reasons Report** is generated.

HCS Interest List Closure Reasons

As of 04/17/2022 13:43 -- HCS and TXHML data as of the end of the previous business

Please enter search criteria and press Find

* Start Date:	04012022	mmddyyyy	* End Date:	04172022	mmddyyyy

Find   Clear

Individuals 1 to 67 of 67

Name	Medicaid Number	Care ID	Component Code	Service Area	Local Case Number	Slot Type	Closed Date	Closure Reason
.	530611082	17081629	430			125	04/01/2022	Client Receiving the Service
.	507838416	6349803	300	I		117	04/01/2022	Client Receiving the Service
	531294681	16776585	300			114	04/01/2022	Client Receiving the Service

Download   will not be complete until this button is pressed

CARE Ad-hoc Reports

The following reports have been retired from the Client Assignment and Registration (CARE) system and are now available in the Community Services Interest List (CSIL) application.

HC029512.W–NF/ICF Residents Under 22 Not on the HCS Interest List

The Health and Human Services Commission is required by state statute to add persons who are under 22 years old and residing in a nursing facility (NF) or intermediate care facility for individuals with an intellectual disability or related conditions (ICF/IID), including a state supported living center (SSLC) to the Home and Community-based Services (HCS) interest list. The person may choose to decline biennial contacts.

The weekly report lists each person identified by HHSC as under 22 years old and residing in an NF or ICF/IID and provides a breakdown of the number identified for each facility type as not on the HCS interest list.

On the CSIL home page, click the **HC029512.W – NF/ICF Residents under 22 and Not On The HCS Interest List**.

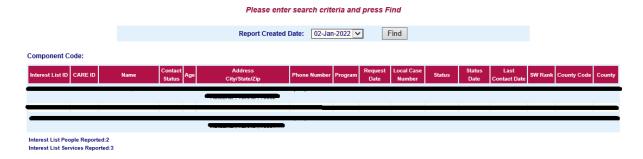Click the **Download** button to download the report in MS Excel format.

HHSC's Information Technology (IT) Field Support staff add these persons to the HCS interest list with the facility admission date as the interest list request date.

HC029514.W–NF/ICF Residents Under 22 Added to the HCS Interest List

The weekly report lists each person identified by HHSC on the HC029512.W–NF/ICF Residents Under 22 Not on the HCS Interest List report and provides a breakdown of the number added to the HCS interest list.

On the CSIL home page, click the **HC029514.W – NF/ICF Residents Under 22 and Automatically Added to The HCS Interest List**.

Texas Health and Human Services ● hhs.texas.gov ● Revised: 05/2022

Click the **Download** button to download the report in MS Excel format.

Tip: HHSC's Information Technology (IT) Field Support staff add these persons to the HCS interest list with the facility admission date as the interest list request date.

HC029534.W – HCS and TxHmL Released Pending Over 60 Days

The weekly report lists each person whose slot release has been pending for more than 60 calendar days.

On the CSIL home page, click the **HC029534.W – HCS and TxHmL Released or Pre-enrolled for 60 Days or More**

Interest List Individuals in Released Status over 60 Days (Report No: HC029534)

Click the **Download** button to download the report in MS Excel format.

HC063675.M–Years on Interest List (HCS and TxHmL)

The monthly report lists the total number of people on a specific interest list for based on a range of years.

On the CSIL home page, click the **HC063675.M – Years on Interest List (HCS and TxHmL)**

Individuals on HCS or TxHmL Waiting List
(Report No: HC063675)

Please enter search criteria and press Find

Report Created Date: 02-Jan-2022 ▼   [Find]

Number of Individuals Waiting on HCS: 109172

Number of Years	Number of Individuals
0-1 years	3763
1-2 years	6796
2-3 years	8556
3-4 years	8457
4-5 years	8571
5-6 years	8761
6-7 years	7559
7-8 years	6843
8-9 years	6885
9+ years	42981
Total	**109172**

Number of Individuals Waiting on TXHML: 95656

Number of Years	Number of Individuals
0-1 years	3673
1-2 years	6789
2-3 years	8632
3-4 years	8580
4-5 years	8741
5-6 years	8876
6-7 years	7312
7-8 years	6819
8-9 years	7007
9+ years	29227
Total	**95656**

[Download]

The **Report Created Date** can be used to view past versions of the report. Select the desired date from the dropdown list and click the **Find** button.

Click the **Download** button to download the report in MS Excel format.

HC027873.W–Interest List Summary by LIDDA Service Area

The weekly report lists the number of people on the Home and Community-based Services (HCS) interest list by LIDDA service area. It displays the number of days and days on average for each county served by the specific LIDDA.

On the CSIL home page, click the **HC0278730.W – Interest List Summary by LIDDA Service Area**.

The **Report Created Date** can be used to view past versions of the report. Select the desired date from the dropdown list and click the **Find** button.

Click the **Download** button to download the report in MS Excel format.

HC029682.W–People on the Interest List Who Prefer HCS Group Home

The weekly report lists people on the Home and Community-based Services (HCS) interest list who indicated HCS Group Home as their preferred living situation.

On the CSIL home page, click **HC029682.W – People on the Interest List Who Prefer HCS Group Home**.

Click the **Download** button to download the report in MS Excel format.

The **Report Created Date** can be used to view past versions of the report. Select the desired date from the dropdown list and click the **Find** button.

The **Service Area** can be used to narrow the list to a specific LIDDA. Select the desired LIDDA from the dropdown list and click the **Find** button.

L61–Waiver Slot Count Summary

The report lists each HCS and TxHmL slot type. For each slot type, the report shows, the allocation, the number of slots assigned to people in pre-enrolled status, the number slots assigned to people enrolled (In-use), the number of slots remaining (Available New), and the number of slots available for HHSC to recycle (Recycle Pool).

On the CSIL home page, click **L61 – Waiver Slot Count Summary**.

To view the information for all slot types, leave the Summary Level at **Slot Type**, leave the Slot Type ID and LIDDA Code blank and click the **Find** button.

L61 - Waiver Slot Count Summary

Please enter search criteria and press Find

Summary Level:	Slot Type
Slot Type ID:		* Keep blank for ALL Slot Types
LIDDA Code:		* Keep blank for ALL LIDDAs

Find

L61 - Waiver Slot Count Summary

Summary Level:	Slot Type
Slot Type ID:		* Keep blank for ALL Slot Types
LIDDA Code:		* Keep blank for ALL LIDDAs

Find

Slot Type	Slots Allocated	Pre-Enrolled	In-Use	Available New	Recycle Pool
0 - MRLA	225	0	136	0	89
1 - COMMUNITY	1495	0	1236	0	259
2 - STATE SCHOOL	1524	0	589	77	858
3 - REFINANCE/GR	1159	0	503	4	652
4 - ADA WILSON	64	0	40	0	24
5 - OBRA	204	0	45	19	140
6 - REFINANCE/MDU	36	0	18	0	18
7 - MDU	250	0	624	0	-374
8 - EOA	861	0	544	34	283
9 - ICF-MR	385	0	221	2	162
10 - A12	140	0	97	0	43
11 - EOA2	234	0	166	0	68
12 - PI	170	0	300	0	-130
13 - PI4	295	0	876	0	-581
14 - EOA3	259	0	193	0	66
15 - RIDER 34	16	0	13	0	3
Grand Totals	**85242**	**824**	**33484**	**35678**	**15256**

Download

Click the **Download** button to download the report in MS Excel format.

The **Summary Level, Slot Type ID, and LIDDA Code** can be used to filter the report.

L62–Waiver Slot Count Detail

The report lists the detailed information for the L61 – Waiver Slot Count Summary.

On the CSIL home page, click **L62 – Waiver Slot Count Detail**.

Select the desired **Summary Level, Slot Type ID, Summary Detail, Service Group, and LIDDA Code.** The **Summary Detail** field must be **Summary Detail** to select a **Summary Status**. The date range is optional.

Click the **Find** button.

Click the **Download** button to download the report in MS Excel format.