Date: March 22, 2022

To: Local Intellectual and Developmental Disability Authorities (LIDDAs)

Subject: Information Letter No. 2022-19 (replaces 2022-10) – New Application for Managing the Home and Community-based Services and Texas Home Living Waiver Program Interest Lists

This letter provides information to LIDDAs regarding the Texas Health and Human Services Commission’s (HHSC) plan to transition the Home and Community-based Services (HCS) and Texas Home Living (TxHmL) interest lists from the Client Assignment and Registration (CARE) System to the HHS Enterprise Portal Community Services Interest List (CSIL) application.

Disabling CARE Interest List Screens

On April 7, 2022, HHSC will begin data migration from CARE to CSIL. Therefore, at close of business on April 6, 2022, CARE interest list screens will be permanently disabled. LIDDAs will no longer enter HCS or TxHmL interest list information into CARE.

CSIL Downtime

On April 6, 2022, at close of business, the CSIL application will be disabled to prepare for data migration and validation. HHSC will inform LIDDAs when the CSIL application is available again.

CSIL Access Requests

HHSC has designated the following CSIL access roles for LIDDA staff:

- **ILLAINQUIRY** - LIDDA staff whose job responsibilities **DO NOT** include data entry must be assigned this new inquiry role.
- **ILLA###ADDCLOSE** – This is a new LIDDA data entry role. LIDDA interest list staff whose job responsibilities include data entry must be assigned both access roles.
LIDDA interest list staff may submit requests for permission to access the new LIDDA roles in CSIL now. Each LIDDA has an authorized security administrator who is responsible for ensuring the proper security group access roles are assigned based on the staff’s job responsibilities.

Questions about this letter can be emailed to InterestListPreEnroll_LIDDAHelp@hhs.texas.gov.

Sincerely,

[signature on file]

Haley Turner
Associate Commissioner of IDD Services
IDD and Behavioral Health Services