Date: March 22, 2022

To: Local Intellectual and Developmental Disability Authorities (LIDDAs)

Subject: Information Letter No. 2022-20 (replaces IL 2022-11) – Data Migration from the Client Assignment and Registration system to the Texas Medicaid & Healthcare Partnership Long Term Care Online Portal

This letter provides information to LIDDAs regarding the Texas Health and Human Services Commission’s (HHSC) plan to transition HCS and TxHmL form submission from the Client Assignment and Registration (CARE) System to the Texas Medicaid & Healthcare Partnership (TMHP) Long Term Care (LTC) Online Portal.

CARE Data Migration

On April 7, 2022, HHSC will begin data migration from CARE to the TMHP LTC Online Portal. Therefore, at the close of business on April 6, 2022 all CARE pre-enrollment screens will be disabled and will remain disabled until May 1, 2022. HHSC will notify you if these CARE screens are restored earlier.

Please refer to the attached table for actions LIDDAs must take in CARE by close of business on April 6, 2022.

Traditionally, LIDDAs have entered the pre-enrollment screens in CARE after the requested enrollment begin date. However, as detailed in the attached table, if an enrollment begin date is prior to May 1, 2022, and the pre-enrollment screens are not entered in CARE by close of business on April 6, 2022, when the CARE screens are restored and the LTC Online Portal is available on May 1, 2022, LIDDAs will be required to enter the pre-enrollment screens in CARE and submit the forms on the LTC Online Portal.

To minimize the need for dual system data entry and form submission, when possible, complete all the pre-enrollment screens in CARE by close of business on April 6, 2022 for enrollments with a requested enrollment begin date prior to May 1, 2022.

New Form Submission Policy

Beginning May 1, 2022, LIDDAs must submit HCS and TxHmL enrollment forms using the TMHP LTC Online Portal if the requested enrollment begin date is on or after May 1, 2022. LIDDAs must continue to submit HCS and TxHmL enrollment requests through the CARE system if the requested enrollment begin date is prior to May 1, 2022.
For more information about the upcoming change to form submissions for HCS and TxHmL, visit the TMHP LTC website.

**New HCS or TxHmL Pre-enrollment Form**

HHSC created a new form available only through the TMHP LTC Online portal titled, "HCS or TxHmL Pre-enrollment Form." Beginning May 1, 2022, LIDDAs will be required to submit this form for any enrollment with a requested enrollment begin date of May 1, 2022, or later.

Instructions for submitting the form will be included in TMHP’s "Long-Term Care (LTC) Home and Community-Based Services (HCS)/Texas Home Living (TxHmL) Waiver Programs Provider User Guide."

LIDDA staff must not attempt to submit any HCS or TxHmL forms on the TMHP LTC Online Portal prior to Sunday, May 1, 2022. Please note that TMHP staff will not be available to provide technical assistance until Monday, May 2, 2022.

For any questions related to the HCS & TxHmL Forms and Claims Migration Project, email HCS_TxHmL_Form_Migration@hhs.texas.gov.

Sincerely,

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

Attachment: Pre-Enrollments-Data_Migration_Table.docx
If the enrollment begin date is prior to 05/01/22, AND the CARE screen(s) below are entered by close of business on 04/06/22:

<table>
<thead>
<tr>
<th>CARE screen(s) below</th>
<th>When data migration starts on 04/07/2022:</th>
<th>When migration is complete and CARE screens are enabled, the LIDDA must enter the following screens:</th>
<th>On 05/01/22, the LTC Online Portal will be available and, the LIDDA must submit the following forms:</th>
</tr>
</thead>
<tbody>
<tr>
<td>L01: Consumer Enrollment</td>
<td>Data will be migrated to the HCS or TxHmL Pre-enrollment Form on the LTC Online Portal. The form status will be Pre-enrolled.</td>
<td>➔L23 ➔L02 ➔L03 ➔L09 ➔L05</td>
<td>Form 8578, ID/RC Assessment Form 3608, HCS or Form 8582, TxHmL IPC</td>
</tr>
<tr>
<td>L23: Waiver ID/RC Assessment</td>
<td>Data will be migrated to Form 8578 on the LTC Online Portal. The form status will be Pending DADS Review.</td>
<td>➔L23ii ➔L02 ➔L03 ➔L09 ➔L05</td>
<td>Form 8578, ID/RC Assessment Form 3608, HCS or Form 8582, TxHmL IPC</td>
</tr>
<tr>
<td>L02: Individual Plan of Care</td>
<td>Data will NOT be migrated.</td>
<td>➔L03 ➔L09 ➔L05</td>
<td>Form 3608, HCS or Form 8582, TxHmL IPC</td>
</tr>
<tr>
<td>L03: Enrollment Packet Checklist L09: Register Client Update L05: Provider Choice</td>
<td>Data will be migrated to Form 3608, HCS IPC or Form 8582, TxHmL IPC. The form status will be Pending DADS Review.</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

If the enrollment begin date is before 05/01/22 AND NONE of the CARE enrollment screens are entered by close of business on 04/06/22:

| If the enrollment begin date is 05/01/22 or later | None | HCS or TxHmL Pre-enrollment Form Form 8578, ID/RC Assessment Form 3608, HCS or Form 8582, TxHmL IPC |

CARE pre-enrollment screens will be disabled at close of business on 04/06/2022 and remain disabled until the migration is complete.
If the status of the ID/RC on the HC063587, PC2 DAILY STATUS REPORT is ‘P-NOT SENT’, the data will NOT be transferred to the LTC Online Portal.

If the status of the ID/RC on the HC063587, PC2 DAILY STATUS REPORT is ‘U-SENT’ or ‘X-RETURNED’, the data will be transferred to Form 8578 on the LTC Online Portal with a form status of “Pending DADS Review” and the ID/RC review and approval process must be completed in CARE and on the portal.

If the status of the ID/RC on the HC063587, PC2 DAILY STATUS REPORT is ‘A-AUTHORIZED’, the data will be transferred to Form 8578 on the LTC Online Portal with a form status of “Pending IPC Match” and the IPC must be completed in CARE and on the portal.

All CARE enrollment screens must be entered by close of business on 04/06/22 for the IPC data to be transferred to Form 3608 (HCS) or 8582 (TxHmL) on the LTC Online Portal.