



Date: February 15, 2023

To: Financial Management Service Agencies (FMSA)  
Local Intellectual and Developmental Disabilities Authorities (LIDDA)  
Home and Community-based Services (HCS) Program Providers  
Texas Home Living (TxHmL) Program Providers

Subject: Information Letter No. 2023-08  
Enhanced Staffing Rate for Off-Site Individualized Skills and  
Socialization

In accordance with [26 TAC §263.2027](#) and [26 TAC §262.927](#), an HCS or TxHmL program provider may request an enhanced staffing rate for off-site individualized skills and socialization for an individual.

The enhanced staffing rate is available if the individual requires more support from a service provider than the individual would receive with the individual's assigned level of need (LON). The requirement for additional support may be because of the individual's mobility, medical, or behavioral needs.

There are two levels of enhanced staffing rates. An HCS or TxHmL program provider may request a level one enhanced staffing rate for an individual assigned an LON 1 or an LON 5. If the request is approved by HHSC, the level one enhanced staffing rate requires that the staffing ratio be one service provider to two individuals (1:2) instead of one service provider to eight individuals (1:8). The required staffing ratio associated with the level one enhanced staffing rate allows an individual to receive more support from a service provider than they would ordinarily receive with their assigned LON.

An HCS or TxHmL program provider may request a level two enhanced staffing rate for an individual assigned one of the following LON:

- LON 1
- LON 5
- LON 8
- LON 6

If the request is approved by HHSC, the level two enhanced staffing rate requires one service provider to deliver off-site individualized skills and socialization to only one individual at any given time (1:1).

## **Process for Requesting an Enhanced Staffing Rate**

### **HCS**

In accordance with [26 TAC §263.2027\(a\) and \(b\)](#), an HCS program provider may request a level one or a level two enhanced staffing rate by submitting the following documentation to HHSC:

- A completed HHSC Enhanced Staffing Rate Request Form;
- The most recent ICAP scoring booklet;
- The most recent ID/RC Assessment;
- The most recent PDP;
- The most recent implementation plan for individualized skills and socialization; and
- Other documentation that supports the individual's request for an enhanced staffing rate, which may include:
  - The behavior support plan;
  - A physician's order;
  - An assessment completed by a service provider of a professional therapy;
  - The nursing assessment; and
  - The CFC PAS/HAB assessment.

### **TxHmL - Provider Option**

In accordance with [26 TAC §262.927\(a\) and \(b\)](#), a TxHmL program provider requests a level one or level two enhanced staffing rate for an individual who is not receiving off-site individualized skills and socialization through the consumer directed services (CDS) option by submitting the documentation described above to HHSC.

### **TxHmL - CDS Option**

In accordance with [26 TAC §262.927\(c\)](#), if the CDS employer asks the service coordinator to request the enhanced staffing rate, a service coordinator requests a level one or level two enhanced staffing rate for an individual receiving off-site individualized skills and socialization through the CDS option by submitting the documentation described above to HHSC.

In accordance with [26 TAC §263.2027\(c\)](#) and [26 TAC §262.927\(e\)](#), HHSC approves a request for an enhanced staffing rate if the documentation submitted to HHSC demonstrates that to participate in off-site individualized skills and socialization, the

individual requires more support from a service provider than the individual would receive with the individual's assigned LON.

HHSC may review an approved enhanced staffing rate at any time to determine if it is appropriate. If HHSC reviews an enhanced staffing rate, a program provider or service coordinator must submit documentation supporting the enhanced staffing rate to HHSC in accordance with HHSC's request.

## **Forms**

Form 8617, Enhanced Staffing Rate, can be found at <https://www.hhs.texas.gov/regulations/forms/8000-8999/form-8617-individualized-skills-socialization-enhanced-staffing-rate>. Notifications related to form updates will be available on the [HCS](#) and [TxHmL](#) Provider Portals and through [Gov.delivery](#).

For questions, please contact [HCSPolicy@hhs.texas.gov](mailto:HCSPolicy@hhs.texas.gov) or [TxHmLPolicy@hhs.texas.gov](mailto:TxHmLPolicy@hhs.texas.gov).

Sincerely,

***[signature on file]***

Erica Brown  
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