



Date: June 18, 2024

To: Home and Community-based Services Program Providers

Subject: Information Letter No. 2024-06 Practice Locations in the Home and Community-based Services Program

The Texas Health and Human Services Commission (HHSC) [released an updated provider notice](#) to inform Home and Community-based Services (HCS) program providers that, effective for all Medicaid enrollment revalidations due on or after June 1, 2024, HCS program providers must disclose and maintain all practice locations in the Provider Enrollment Management System (PEMS). For the HCS waiver program, practice locations include:

- Host home/companion care residences;
- 3-person residences; and,
- 4-person residences.

The definition of a practice location refers to a physical location where Medicaid-covered services are provided to beneficiaries. A practice location has a specific physical address where health care services are delivered. This address is used for enrollment and verification purposes. Based on how services are delivered in the HCS program, a host home/companion care (HH/CC) residence, a 3-person residence, or a 4-person residence are each considered a physical location where health care services are provided by a provider or entity that is not a person's own home or family home.

Federal regulations in [42 CFR §455.432](#) require the State Medicaid agency, HHSC, to conduct pre-enrollment and post-enrollment site visits of practice locations for providers designated as "moderate" or "high" risk categories. HHSC categorizes HCS program providers as a "moderate" risk provider type, which requires a site visit of all practice locations. Federal rules require any enrolled provider to permit HHSC to conduct unannounced on-site

inspections of any and all provider locations. HCS program providers are highly encouraged to provide notification regarding site visits to all employees and subcontractors at a practice location to ensure their full cooperation with necessary site visits.

In addition to the initial disclosure of practice locations, an HCS program provider is responsible for maintaining accurate practice location records in PEMS. This includes updating the address of a practice location if it moves to a new address; adding all new practice locations; and removing locations that are no longer a practice location associated with the program provider.

HHSC advises HCS program providers to review the published notice for guidance on revalidation procedures, updating an enrollment record, and best practices for Medicaid enrollment revalidation.

HHSC will provide additional guidance about individualized skills and socialization provider locations in a future notification.

For questions about PEMS and how to take the required actions, HCS program providers must contact TMHP at either 1-800-925-9126 (Option 3 for Provider Enrollment) or by email at provider.relations@tmhp.com.

Questions about the state and federal requirements may be sent to providerenrollmentmanagementsystem@hhs.texas.gov.

Questions about this Information Letter may be sent to HCSPolicy@hhs.texas.gov.

Sincerely,

[signature on file]

Michelle Erwin
Deputy Associate Commissioner
Medicaid and CHIP Services