



Date: July 8, 2024

To: Community Living and Support Services (CLASS)
CLASS Case Management Agency (CMA)
CLASS Direct Service Agency (DSA)
Deaf Blind with Multiple Disabilities (DBMD)
Financial Management Service Agency (FMSA)

Subject: Information Letter No. 2024-07
Changes to Form 3625 CLASS/CFC – Documentation of Services
Delivered and Form 6505, DBMD/CFC -Summary of Services
Delivered, and Services Documented through Electronic Visit
Verification (EVV) System

The [21st Century Cures Act \(Section 12006\)](#) requires states to implement [electronic visit verification \(EVV\) for Medicaid home health care services by January 1, 2024](#). This includes the following services provided through the CLASS and DBMD Programs:

- Nursing services provided in the person’s own home/family home including registered nurse (RN); licensed vocational nurse (LVN); specialized RN; and specialized LVN
- Occupational therapy (OT) provided in the home
- Physical therapy (PT) provided in the home

Form Documentation Changes

The Texas Health and Human Services Commission (HHSC) revised CLASS [Form 3625](#) and DBMD [Form 6503](#) and accompanying form instructions to clarify that the form does not need to be completed for PT, OT, and nursing services provided to the person in the person’s residence.

A CLASS direct service agency (DSA) provider must ensure that the service provider follows the documentation requirements listed under [§259.363](#), DSA: Documentation of Services Delivered and Recordkeeping, for each direct service provided except adaptive aids, dental treatment, minor home modifications, CFC ERS, or CFC support management. The requirements also do not apply for a direct

service that is documented through an electronic visit verification system, as defined in [1 TAC §354.4003](#) (relating to Definitions).

A DBMD Program provider must ensure that the service provider follows the documentation requirements under [§260.209](#), Documentation of Services Delivered and Recordkeeping, for each service provided except adaptive aids, dental treatment, minor home modifications, CFC ERS, CFC support management, licensed assisted living, licensed home health assisted living, or a service that is documented through an electronic visit verification system, as defined in [1 TAC §354.4003](#) (relating to Definitions).

CLASS

Delivery of CLASS Program nursing (RN, LVN, specialized RN, or specialized LVN), OT, and PT services provided in the person’s own home/family home, must be documented through EVV for both the agency and CDS options. “Own home/family home” does not include Support Family Services or Continued Family Services.

DBMD

Delivery of DBMD program nursing (RN, LVN, specialized RN, or specialized LVN), OT, and PT services provided in the person’s own home/family home, must be documented through EVV only for the agency option. “Own home/family home” does not include licensed assisted living facilities or licensed home health assisted living services.

Questions about this IL may be emailed to the CLASSPolicy@hhs.texas.gov or DBMDPolicy@hhs.texas.gov.

Sincerely,

[Signature on file]

Michelle Erwin
Deputy Associate Commissioner Office of Policy
Medicaid and CHIP Services