



Date: April 24, 2025

To: Deaf Blind with Multiple Disabilities (DBMD) Providers

Subject: Information Letter No. 2025-08  
Operational Changes to Form Submissions in DBMD

The purpose of this information letter is to provide an overview of upcoming submission changes for Form 8578: Intellectual Disability/Related Condition (ID/RC) assessment and Form 6500: Individual Plan of Care (IPC).

## **Background**

Currently, Utilization Review (UR) receives and processes submissions for all DBMD waiver activity. This includes eligibility authorizations, enrollments, ID/RC renewals, IPC renewals, IPC revisions, transfers, suspensions, and terminations.

## **Important Updates**

Beginning on May 1<sup>st</sup>, 2025, the Texas Health and Human Services Commission (HHSC) will shift the responsibility for processing eligibility authorizations, enrollments, ID/RCs, transfers, suspensions, and terminations for the DBMD program from UR to Intellectual/Developmental Disabilities Program Eligibility and Support (IDD PES). UR will continue to receive and process all IPC Renewals and Revisions.

This change will ensure consistency across IDD waiver programs with regards to form processing.

## **What is Changing?**

Beginning on May 1<sup>st</sup>, 2025, DBMD providers will submit the following forms as separate submissions, through the IDD Operations Portal:

- Form 8578: ID/RC – Purpose Code 3
- Form 6500: Individual Plan of Care (IPC) – Renewal

If forms are not submitted separately, the packet will be returned to the provider to resubmit correctly.

For more information, please access the recording from the [March 19, 2025 CLASS and DBMD Quarterly Webinar](#).

## **Questions**

### **Beginning on May 1<sup>st</sup>, 2025:**

For questions about DBMD eligibility authorizations, enrollments, ID/RCs, transfers, suspensions, or terminations, please call the IDD PES message line at (512) 438-2484.

For questions about DBMD IPC Renewals or Revisions, please call the UR message line at (512) 438-4896.

For questions about this information letter or DBMD Policy or Rule, please email DBMD Policy at [dbmdpolicy@hhs.texas.gov](mailto:dbmdpolicy@hhs.texas.gov).

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For questions about the IDD Operations Portal, please email the IDD Operations Portal mailbox at [idd\\_ops\\_portal@hhs.texas.gov](mailto:idd_ops_portal@hhs.texas.gov).

Sincerely,

*[signature on file]*

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