



Long-Term Care Regulatory Provider Letter

Number: PL 2023-19
Title: Notification Regarding Individuals Under the Age of 22 Residing in Nursing Facilities
Provider Types: Nursing Facility
Date Issued: October 25, 2023

1.0 Subject and Purpose

The provider letter supplies guidance to nursing facilities (NFs) regarding notification requirements when an individual under the age of 22 is admitted to the facility. HHSC also updated Form 2437, Notification of a Nursing Facility Admission of an Individual Under Age 22. NFs must use the updated form when notifying HHSC.

2.0 Policy Details & Provider Responsibilities

When a person under the age of 22 is admitted to a NF, the facility is required to report the admission as described below.¹

2.1 Reporting to HHSC Survey Operations

If an individual under the age of 22 has been admitted to the facility, a NF must notify HHSC Survey Operations within three calendar days of the individual's admission. If the individual is admitted and discharged within less than three days, NFs are not required to notify HHSC. NFs must document the notification data on [Form 2437](#) and send it via encrypted email to NFNewMinorAdmission@hhs.texas.gov. A NF must also maintain documentation of the notification at the front of each individual's records, along with their Preadmission Screening and Resident Review (PASRR) and current permanency plan.²

¹ 26 TAC [§554.805\(b\)\(2\)](#)

² 26 TAC [§554.805\(b\)\(3\)\(A\)](#)

2.2 Reporting to the Community Resource Coordination Group

If an individual under the age of 22 has been admitted to the facility, a NF is required to notify the community resource coordination group (CRCG) in the county where the individual's Legally Authorized Representative (LAR) resides within three calendar days of the individual's admission. A NF must notify the CRCG even if the individual is admitted and discharged within less than three days. Visit [Get Help from Your Community Resource Groups](#) to locate the correct CRCG.³

2.3 Reporting to HHSC Early Childhood Intervention

If an individual under the age of three has been admitted to the facility, a NF is required to notify the local office of the Early Childhood Intervention (ECI) Program of HHSC within three calendar days of the individual's admission. A NF is not required to notify ECI if the individual is admitted and discharged within less than three days. However, it is best practice for the facility to notify ECI of the individual's stay so that they may receive services in the area where they are ultimately placed. Visit [ECI Program Search \(state.tx.us\)](#) to find an ECI program list.⁴

2.4 Reporting to the Local School District

If the individual is 3 to 22 years of age, a NF is required to notify the local school district within three calendar days of the individual's admission. A NF must coordinate educational services with the local school district.⁵ If the individual is admitted and discharged within less than three days, the facility does not need to notify the local school district.

3.0 Background/History

Based on stakeholder feedback, HHSC is issuing guidance to clarify when a NF must report to HHSC Survey Operations, CRCG, ECI, or the local school

³ 26 TAC [§554.805\(b\)\(2\)\(B\)](#)

⁴ 26 TAC [§554.805\(b\)\(2\)\(C\)](#)

⁵ 26 TAC [§554.805\(b\)\(2\)\(D\)](#)

district that an individual under the age of 22 has been admitted to the facility.

4.0 Resources

- HHSC [Form 2437](#), Notification of Nursing Facility Admission of Individual Under Age 22
- [Overview of CRCGs - Community Resource Coordination Groups \(CRCG\) \(texas.gov\)](#)
- [ECI Program Search \(state.tx.us\)](#)

5.0 Contact Information

If you have any questions about this letter, please contact the Policy and Rules Section by email at LTCRPolicy@hhs.texas.gov or call (512) 438-3161.