



COMMISSIONER
Adelaide Horn

August 11, 2006

To: Community Services Providers
Nursing Facilities
Therapy Providers

Subject: Texas Department of Aging and Disability Services
Chief Financial Office
Information Letter No. 06-78
New Fiscal Year – Year End Closing

Miscellaneous Claims

September 1, 2006, starts a new Fiscal Year (FY). Any claims for FY 04 (September 1, 2003 – August 31, 2004) received by the Texas Medicaid HealthCare Partnership (TMHP) after **August 15, 2006**, will be processed as Miscellaneous, and cannot be paid through the standard payment process.

Please refer to Information Letter No. 06-66 titled “New Fiscal Year – REMINDER” for further information on Miscellaneous claims.

DADS/State Comptroller Cutoff Dates

Every year DADS and the State Comptroller shut down several days for end-of-the-year closeouts. This year, the last day that DADS will send claims/ transactions to the State Comptroller is the morning of **Thursday, August 24, 2006**. These claims will be paid on **Tuesday, August 29, 2006**.

Any claims/transactions processed by TMHP and received by DADS, after **Thursday, August 24, 2006**, will be sent to the State Comptroller the morning of **Tuesday, September 5, 2006**. These claims will be payable on **Thursday, September 7, 2006**.

To ensure claims/transactions are processed prior to these cut-off dates, providers should submit claims according to the following timelines:

ACTIVITY	TIMELINES
Last day for TMHP to receive paper claims	12:00 noon (CST) August 18, 2006
Last day to submit electronic claims	12:00 noon (CST) August 23, 2006

Claims for Different Fiscal Years – LTC Claim Form 1290

Providers must **not** combine in the same Form 1290 any line item details for services provided in different state fiscal years. Thus, since September 1st is the beginning of the state FY, two (2) Forms 1290 are required. In the following example when a provider is billing for services provided during August and September,

- the first Form 1290 should include services provided during August 16, 2006 – August 31, 2006, and
- a second, separate Form 1290 should include services provided during September 1, 2006 – September 15, 2006 (reflecting the start of the new FY).

Line items combined in the same claim will be denied.

Questions about this information letter?

- Community Service Providers – Contact your regional contract manager or CMS Coordinator.
- Nursing Facility and Therapy Providers – Contact Provider Claims Services at 512/490-4666, option 1.

Sincerely,

Gordon Taylor
Chief Financial Officer

GT: mgm