



COMMISSIONER
Chris Traylor

April 20, 2010

To: Adult Foster Care Providers
Assisted Living/Residential Care Providers
Out-of-Home Respite Providers

Subject: Information Letter No. 10-04
Changes to Contract Bed Amendment Processes

Effective with the publication of this information letter, the Department of Aging and Disability Services (DADS) is implementing revised contract bed amendment processes for the following situations:

- Increase to add beds that were previously under contract; and
- Decrease of contracted beds through attrition.

As a result of these procedural changes, DADS has also revised the Form 3681-A, Community Services Application-Addendum A and Form 3254-B, Community Services Contract Assisted Living/Residential Care (AL/RC), Out-of-Home Respite (OHR) and Adult Foster Care (AFC)-Bed Amendment Only. The revised forms and instructions are available on the DADS Internet at <http://www.dads.state.tx.us/forms/>.

AFC, AL/RC, and OHR providers should continue to submit a written request to revise the number of contracted beds and an updated Form 3681-A for the above situations to their respective regional contract management staff. The procedures for adding new beds (not previously contracted) or for removing vacant beds remain unchanged. Requests related to the above situations will be processed as follows:

- **Increase to add previously contracted beds** - An AFC, AL/RC or OHR provider may add beds that were previously under contract if the bedroom or apartment has not been modified. Contract staff will process the contract amendment without conducting an onsite visit when the AFC, AL/RC, or OHR provider certifies on Form 3681-A, Section VII. Certification, that the bedroom or apartment was previously contracted and has not been modified.

- **Decrease through attrition** - An AFC, AL/RC or OHR provider may request to decrease the current number of contracted beds to a lower number through attrition. An AFC, AL/RC or OHR provider whose contract is amended for this reason will be required to do the following:
 - provide services in the contracted beds listed on Form 3681-A that are currently occupied;
 - notify DADS in writing when each bed is vacated and when the targeted number of beds is reached;
 - complete a new Form 3681-A as each bed is vacated and when the targeted number of beds is reached;
 - be removed from choice list until the targeted number of beds is reached; and,
 - be added to the choice list once the targeted number of beds is reached.

DADS contract management staff will process the amendment using the revised Form 3254-B, which incorporates the above requirements. DADS contract management staff will process an amendment for the initial request and when the targeted number of beds is reached.

If you have questions regarding this letter, please contact the Community Services policy line at (512) 438-3015.

Sincerely,

[signature on file]

Tommy Ford
Director, Community Services

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