



COMMISSIONER  
Jon Weizenbaum

September 10, 2013

To: Program for the All-Inclusive Care for the Elderly (PACE) Providers

Subject: Information Letter No. 13-61  
Coordination of Enrollment and Enrollment Effective Dates

The purpose of this information letter is to reinforce the need for PACE organizations to coordinate the enrollment date with Health and Human Services Commission (HHSC) Medicaid for the Elderly and People with Disabilities (MEPD) and the Department of Aging & Disability Services (DADS) staff, if applicable, for individuals prior to their actual enrollment. This information letter also reminds providers of when to establish the enrollment date to begin PACE services.

If an individual is receiving services from DADS or STAR+PLUS, the PACE organization must coordinate termination of those services prior to enrollment into PACE. This coordination is imperative to ensure an individual does not enroll into PACE before the services they are receiving are ended. . Communication and coordination with the entity providing services is the responsibility of the PACE organization.

This information letter is also being issued to remind the PACE organizations that enrollment into PACE always occurs on the first day of the month after all eligibility requirements are met. This requirement is defined in Title 40, Part 1, Chapter 60, Rule Section 60.24 of the Texas Administrative Code, which states: "(b) The enrollment effective date is the first day of the month after the provider agency receives the signed enrollment form."

The enrollment form can only be signed after all eligibility requirements are met, including Medicaid approval and Medical Necessity approval.

If you have any questions or need additional information, please contact Virginia Montgomery at 512-438-4345 or email at [virginia.montgomery@dads.state.tx.us](mailto:virginia.montgomery@dads.state.tx.us).

Sincerely,

*[Signature on file]*

Lisa Akers-Owen  
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Community Services & Program Operations