



Date: March 24, 2021

To: Home and Community-based Services (HCS) Program Providers
Local Intellectual and Developmental Disability Authorities (LIDDAs)
Texas Home Living (TxHmL) Program Providers

Subject: Information Letter No. 2021-15 (Replaces IL 2021-13)
Electronic Visit Verification Notification Requirement
(Revised March 24, 2021)

This information letter (IL) replaces IL 2021-13, Electronic Visit Verification (EVV) Notification Requirement, previously issued on March 8, 2021. This version makes corrections in sections "Required Activities for Individuals Transferring to Another Program Provider or LIDDA" and "Required Activities for Individuals Who Begin Receiving an EVV Required Service through the CDS Option or who Transfer to Another Financial Management Services Agency and are Receiving an EVV Required Service" to clarify that the sections pertain to when the individual transfers and to clarify the time to complete the required activities.

HCS and TxHmL program providers and consumer directed services (CDS) employers must ensure service providers use EVV for community first choice personal assistance services/habilitation, in-home respite, and day habilitation provided in the home of an individual who has a residential location of "own/family home."

Texas Government Code, §531.024172(c), requires that HHSC inform an individual who receives a service requiring the use of EVV or the individual's legally authorized representative (LAR) that the individual or LAR is required to comply with the EVV system. Accordingly, this information letter requires HCS and TxHmL program providers and LIDDA service coordinators to perform the activities described below.

Requirements for HCS and TxHmL Program Providers

By March 31, 2021, HCS and TxHmL program providers must:

- orally explain the information in the [HHSC Form 8516 "HCS/TxHmL Electronic Visit Verification Responsibilities and Additional Information"](#) to:

- an individual who enrolled in the HCS or TxHmL Program before April 1, 2021 and is receiving a service from the program provider that requires the use of EVV; or
- the individual's LAR;
- sign the HHSC Form 8516 to attest to explaining the information and providing a copy to the individual or LAR;
- provide the individual or LAR with a copy of the completed form; and
- maintain the completed HHSC Form 8516 in the individual's record.

Requirements for LIDDA Service Coordinators

Required Activities for Individuals Enrolling in the HCS or TxHmL Program

Beginning April 1, 2021, LIDDA service coordinators must:

- orally explain the information in the [HHSC Form 8516](#):
 - to an individual who will enroll in the HCS or TxHmL Program on or after **April 1, 2021** and who:
 - will receive a service from the program provider that requires the use of EVV; or
 - will receive a service through the CDS option that requires the use of EVV; or
 - the individual's LAR;
- sign the HHSC Form 8516 to attest to explaining the information and to providing a copy to the individual or LAR; and
- maintain the completed HHSC Form 8516 in the individual's record.

Required Activities for Individuals Transferring to Another Program Provider or LIDDA

Beginning April 1, 2021, LIDDA service coordinators must:

- orally explain the information in the [HHSC Form 8516](#):
 - to an individual who **transfers to another program provider or LIDDA** on or after April 1, 2021 and who:
 - will receive a service from the program provider that requires the use of EVV; or

- will receive a service through the CDS option that requires the use of EVV; or
- the individual's LAR;
- sign the HHSC Form 8516 to attest to explaining the information and to providing a copy to the individual or LAR;
- provide the individual or LAR with a copy of the signed form;
- perform the activities described in the previous three bullets **at the time of** the individual's **transfer**; and
- maintain the completed HHSC Form 8516 in the individual's record.

Required Activities for Individuals Who Begin Receiving an EVV Required Service through the CDS Option or who Transfer to Another Financial Management Services Agency and are Receiving an EVV Required Service

Beginning April 1, 2021, LIDDA service coordinators must:

- orally explain the information in the [HHSC Form 8615](#):
 - to an individual who, on or after April 1, 2021:
 - will begin receiving a service through the CDS option that requires the use of EVV; or
 - **transfers** to another financial management services agency and is receiving a service through the CDS option that requires the use of EVV; or
 - the individual's LAR;
- sign the HHSC Form 8516 to attest to explaining the information and to providing a copy to the individual or LAR;
- provide the individual or LAR with a copy of the signed form;
- perform the activities described in the previous three bullets prior to the individual receiving the EVV required service through the CDS option or **at the time of** the individual's transfer; and
- maintain the completed HHSC Form 8516 in the individual's record.

Required EVV Training

LIDDA service coordinators must attend the HHSC EVV overview training to be held during the LIDDA Webinar on March 11, 2021.

To register for the webinar, click on the following link:

[March 11, 2021, Local Authority Webinar](#)

If a service coordinator is unable to attend the EVV training on March 11, 2021, the service coordinator must access the recording of the training **before** April 1, 2021. A service coordinator must complete the EVV training at least annually thereafter.

Questions regarding this information letter may be directed to:
HCSPolicy@hhs.texas.gov or CDS@hpsc.state.tx.us

Sincerely,

[signature on file]

[signature on file]

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