



Date: May 27, 2021

To: Community Living Assistance and Support Services (CLASS)  
Case Management Agencies (CMAs)  
CLASS Direct Service Agencies (DSAs)  
Deaf Blind with Multiple Disabilities (DBMD) Program Providers

Subject: Information Letter No. 2021-28  
New IDD Operations Portal Functions for Interest List Referrals

This Information Letter (IL) notifies CLASS DSAs, CLASS CMAs, and DBMD program providers (providers) of new IDD Operations Portal functions regarding CLASS and DBMD interest list referrals. These changes will be included in the IDD Operations Portal User Guide on June 4, 2021.

Starting June 4, 2021, a provider will receive the following communications through the IDD Operations Portal when an individual chooses the provider for CLASS or DBMD services:

#### CLASS

- Interest list release referral packet, which includes:
  - ▶ Form 3583, CLASS Provider Notice;
  - ▶ Form 3588, CLASS Applicant Acknowledgement; and
  - ▶ Selection Determination;
- Form 3585, CLASS Provider Transfer Form; and
- CLASS Enrollment Delay Letter.

## DBMD

- Interest list release referral packet, which includes:
  - ▶ Form 6513, DBMD Applicant Acknowledgement;
  - ▶ Form 6514, Provider Notice; and
  - ▶ Documentation of Provider Choice; and
- DBMD Enrollment Delay Letter.

A CLASS or DBMD provider will receive an automatically generated email from the Texas Health and Human Services Commission (HHSC) notifying the provider that communications are available in the IDD Operations Portal. A provider must open the email and select 'ok' to confirm receipt of the email. The email will contain a link to the IDD Operations Portal, where the provider can find the communications.

Starting June 4, 2021, HHSC staff will no longer fax these communications to a provider, so a provider must ensure that it is registered in the HHSC IDD Operations Portal.

If you have any questions regarding CLASS and DBMD interest list referrals, you may contact the Interest List Management Unit by email at [CLASS\\_DBMD\\_Waiver\\_Interest\\_List@hhs.texas.gov](mailto:CLASS_DBMD_Waiver_Interest_List@hhs.texas.gov). If you have questions regarding the IDD Operations Portal or to register for the portal, please go to: <https://hhs.texas.gov/doing-business-hhs/provider-portals/long-term-care-providers/resources/idd-operations-portal>.

Sincerely,

*Rachel Patton*

Rachel Patton  
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Program Enrollment & Support  
Medicaid and CHIP Services