



Long-Term Care Regulatory Provider Letter

Number: PL 2021-27 (replaces PL 13-20)
Title: Documenting Delivery of Non-Delegated Tasks by Unlicensed Persons
Provider Types: Home and Community Support Services Agencies (HCSSAs)
Date Issued: July 22, 2021

1.0 Summary

This letter provides direction for home and community support services agencies (HCSSAs) on documenting non-delegated tasks delivered by unlicensed persons. This policy does not apply to documenting delegated tasks delivered by unlicensed persons or documenting services provided by licensed professional staff.

2.0 Policy Details & Provider Responsibilities

2.1 Documenting Delivery of Non-Delegated Tasks

A HCSSA using a time sheet system in an electronic format such as electronic visit verification (EVV) or in a written format such as paper time sheets may choose to use the time sheet data as documentation that non-delegated tasks were delivered as planned. A HCSSA is not required to record each non-delegated task performed during a client visit. The time in/out data captured in the time sheet system in conjunction with the client's care plan, plan of care or individualized service plan will be acceptable documentation that non-delegated tasks provided by unlicensed persons were delivered in accordance with the plan.

If a HCSSA does not use a time sheet system, then the HCSSA must ensure that staff document progress or other notes for delivery of non-delegated tasks.

2.2 Documenting Delegated Tasks

As a reminder, if the task is delegated to an unlicensed person, or provided by a licensed professional, the tasks must be documented in the client's record, accordance with [§558.301, Client Records](#).

3.0 Resources

None.

4.0 Contact Information

If you have any questions about this letter, please contact the Policy and Rules Section by email at LTCRPolicy@hhs.texas.gov or call (512) 438-3161.