



Individual's Name and Address

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Case Manager

Office Address and Telephone No.

Medically Dependent Children Program (MDCP)
In-Home Record Review Follow-Up

This letter is to inform you that during the annual reassessment/home visit for MDCP services, **Form 1745**, Service Delivery Log with Written Narrative/Written Summary, was not present in the in-home record.

Texas Administrative Code **(TAC) §51.219** requires the individual, or the individual's parent or guardian must keep in the residence the most recent seven days of service delivery documentation in the in-home record and make it available to DADS upon request. For the Consumer Directed Services (CDS) option, **Form 1745**, Service Delivery Log with Written Narrative/ Written Summary, meets the requirement stated in **(TAC) §51.219**.

DADS will follow up regarding compliance with the above requirement at the six month monitoring contact and request that you **fax or send Form 1745** to the case manager to confirm the form has been placed in the in-home record. Failure to meet this follow up request at the six month monitoring contact may result in a loss of eligibility for MDCP services.

Signature – Case Manager

Date