



COMMISSIONER  
Adelaide Horn

February 5, 2008

To: Nursing Facility Providers  
Community Services Providers

Subject: Texas Department of Aging and Disability Services  
Information Letter No. 08-02  
Elimination of Paper Forms 3618, 3619 and 3652-A Effective August 1, 2008 /  
Requirement for Electronic Submission Effective August 1, 2008

Effective August 1, 2008, the Texas Department of Aging and Disability Services (DADS) will no longer accept paper versions of the forms listed below. This means that these forms must be submitted through the current LTC Online Portal beginning August 1, 2008.

- Form 3652-A - Client Assessment, Review and Evaluation (CARE)
- Form 3618 - Resident Transaction Notice
- Form 3619 - Medicare/SNF Patient Transaction Notice

The 3652-A CARE form is being replaced on September 1, 2008, by the Minimum Data Set (MDS) Assessment as part of the project to convert from the Texas Index for Level of Effort (TILE) to the national Resource Utilization Group (RUG-III) case-mix classification reimbursement methodology.

Accordingly, effective September 1, 2008, Nursing Facilities will only be able to submit the MDS Assessment electronically and will be required to complete electronic versions of Forms 3618 and 3619 using the Long Term Care (LTC) Online Portal. Also, effective September 1, 2008, Community Services Providers and DADS Regional Nurses (CBA, CWP, MDCP and PACE) will only be able to complete the Community Medical Necessity and Level of Care Assessment electronically.

Please note that this change does not affect Forms 3071 and 3074 for Hospice Providers. The paper version of these forms will continue to be accepted by Texas Medicaid & Healthcare Partnership (TMHP).

The following timeline shows the last day that TMHP can receive paper forms from providers. All paper Forms 3652-A, 3618 and 3619 received by TMHP on or after 8/1/2008 will be returned to the submitting provider with a letter indicating that only electronic submissions can be accepted.

<b>Timelines for Submitting Paper Forms 3652-A, 3618 and 3619</b>	<b>Acceptance/Return of Paper Forms 3652-A, 3618 and 3619</b>
Paper forms TMHP receives prior to August 1, 2008	Paper forms will be accepted
Paper forms TMHP receives on or after August 1, 2008	Paper forms will be returned with a letter to the provider

The quarterly *Long Term Care Provider Bulletins* publish updates on the TILES to RUGs Transition Project. This bulletin is available online at <http://www.tmhp.com/LTC Programs/> . If you are a paper submitter and you would like to begin submitting electronically, please contact the TMHP Call Center/Help Desk at 1/800-626-4117, option 1.

Sincerely,

*[signature on file]*

Gordon Taylor  
DADS Chief Financial Officer

GT: kd