To access the new system, providers must create a provider administrator account on the TMHP website (www.tmhp.com). Providers must create a provider administrator account for each provider number that will submit forms online. The instructions for creating, maintaining, and using provider administrator accounts can be found on the TMHP website.

On August 21, 2006, TMHP will replace the current CARE Form System (CFS) with a new web-based system.* Providers will be able to submit CARE Form 3652-A, Forms 3618 and 3619, as well as the hospice Forms 3071 and 3074 via TMHP’s secured web-based server. To prepare providers for this transition, TMHP is offering the LTC Online Portal Workshop. This free workshop will introduce Community Based Alternatives (CBA), Medically Dependent Children Program (MDCP), Program of All-Inclusive Care for the Elderly (PACE), Consolidated Waiver Program (CWP), Hospice, and Nursing Facility providers to the new LTC Online Portal and will demonstrate the features of the application. This workshop is designed to provide training on the use of the online application and not policy information for completing these forms. Two separate workshops will be provided at each location, a morning session for CBA, MDCP, PACE, and CWP, and an afternoon session for Hospice and Nursing Facilities.

Waiver program (morning) sessions will cover:
- How to submit the CARE Form 3652-A through the new LTC Online Portal
- How to use online tools
- How to use online data models for diagnosis lookup

Hospice and Nursing Facility (afternoon) sessions will cover:
- How to submit the CARE Form 3652-A and Forms 3618 and 3619
- How to submit Forms 3071 and 3074 for Hospice providers
- How to use online tools
- How to use online data models for diagnosis lookup

A schedule of dates, times, and locations is attached. Seating and materials are limited. You may register at your earliest convenience for your preferred workshop date in one of three ways:
- Online through the TMHP website at www.tmhp.com
- Faxing the attached registration form to 1-512-506-7002
- Mailing the attached registration form to:
  TMHP
  Attn: Provider Relations
  PO Box 204270
  Austin, TX 78720-4270

Individuals with disabilities who require auxiliary aids or services should call TMHP at 1-512-506-7810 for assistance with these arrangements.

* To access the new system, providers must create a provider administrator account on the TMHP website (www.tmhp.com). Providers must create a provider administrator account for each provider number that will submit forms online. The instructions for creating, maintaining, and using provider administrator accounts can be found on the TMHP website.
### LTC Online Portal Workshop Schedule

**Waiver Program Session:** 8:30 a.m. - 12 p.m.  
**Hospice/Nursing Facility Session:** 1:30 p.m. - 5 p.m.  
Check-in begins 30 minutes prior to start time.

| June 26 | North Austin Medical Ctr. Classroom A  
12221 N. Mopac Expressway  
Austin, TX 78758 |
| June 27 | Norris Conference Ctr., Balcones Heights  
Check Room Name at Entrance  
4522 Fredricksburg Rd.  
San Antonio, TX 78240 |
| June 28 | Norris Conference Ctr., Balcones Heights  
Check Room Name at Entrance  
4522 Fredricksburg Rd.  
San Antonio, TX 78240 |
| June 29 | MHMRA Conference Ctr.  
Room B  
7033 SW Freeway  
Houston, TX 77074 |
| June 30 | MHMRA Conference Ctr.  
Room B  
7033 SW Freeway  
Houston, TX 77074 |
| July 6 | Region 19 Education Service Ctr.  
Paso Del Norte #3  
6601 Boeing Drive  
El Paso, TX 79925 |
| July 7 | Region 19 Head Start Center  
Dr. Lorenzo Garcia Room  
1670 Chito Samaniego  
El Paso, TX 79936 |
| July 11 | MCC Building  
1.304 Barton Springs Room  
3925 W. Braker Lane/S.B. Mopac  
Austin, TX 78758 |
| July 12 | Charlton Methodist Hospital Conference Room  
7  
3500 W. Wheatland  
Dallas, TX 75237 |
| July 13 | Charlton Methodist Hospital Auditorium  
3500 W. Wheatland  
Dallas, TX 75237 |
| July 14 | Fort Worth Botanic Garden  
Orchid Room  
3220 Botanic Garden Blvd.  
Fort Worth, TX 76107 |
| July 17 | Fort Worth Botanic Garden  
Orchid Room  
3220 Botanic Garden Blvd.  
Fort Worth, TX 76107 |
| July 17 | Howard Johnson  
Royal Room  
6779 W. Expressway 83  
Harlingen, TX 78552 |
| July 18 | Texas State Technical College  
Conference Rm/Svc. Support Ctr  
1902 N. Loop 499  
Harlingen, TX 78550-3653 |
| July 20 | Echo Hotel & Conference Center  
Vista Room  
1903 S. Clason Blvd.  
Edinburg, TX 78539 |
| July 21 | South Texas College  
Bldg. J Room1-406  
3201 W. Pecan Blvd.  
Mc Allen, TX 78502 |
| July 24 | Corpus Christi Science & History Museum  
Water Garden Room  
1900 N. Chaparral  
Corpus Christi, TX 78401 |
| July 25 | Corpus Christi Science & History Museum  
Lecture Hall  
1900 N. Chaparral  
Corpus Christi, TX 78401 |
| July 28 | North Austin Medical Center Classroom A  
12221 N. Mopac Expressway  
Austin, TX 78758 |

**LTC Online Portal Conference Calls**

Providers who are unable to attend the LTC Online Portal Workshop are invited to participate in a conference call to learn more about the new system. Callers will be prompted to provide the chairperson’s name at the time of the call to be placed in the call queue.

**Hospice/Nursing Facility Conference Calls**

| August 1 | 1:00 p.m. – 4:30 p.m.  
1- 800-377-4273  
Chairperson: Linda Wiley |
| August 8 | 1:00 p.m. – 4:30 p.m.  
1-866-215-1938  
Chairperson: Linda Wiley |
| August 15 | 1:00 p.m. – 4:30 p.m.  
1-866-215-1938  
Chairperson: Linda Wiley |

**Waiver Program Conference Calls**

| August 3 | 1:00 p.m. – 4:30 p.m.  
1-800-377-4273  
Chairperson: Linda Wiley |
| August 10 | 1:00 p.m. – 4:30 p.m.  
1-800-377-4273  
Chairperson: Linda Wiley |

There is no need to register for these conference calls. The registration form (right) should only be used to register for a workshop. However, lines are limited, and only 100 callers will be able to participate in each call.

---

For more information on the LTC Online Portal Workshop, call the LTC Call Center/Help Desk at 1-800-727-5436.