HHSC Rate Changes and Support to CLASS and DBMD
Case Managers Processing IPC Revisions

Information Posted December 11, 2019

The process case managers must apply when adjusting the reimbursement rates of Consumer Directed Services impacted by HHSC's rate changes is outlined in Information Letter 19-24. The rate changes are effective September 1, 2019. Individual Plan of Care (IPC) submissions in the IDD Operations Portal for individual plan of care revision rate changes must include an:

- Electronic version of the IPC and either one of the following:
  - Uploaded attachment of Form 3621 (Community Living Assistance and Support Services [CLASS])
  - Uploaded attachment of Form 6500 (Deaf Blind with Multiple Disabilities [DBMD])

Case managers must use the uploaded attachment of Form 3621 or Form 6500 to allocate service units expended between the IPC start date and August 31, 2019, at the HHSC rate effective September 1, 2014. All services available between September 1, 2019, and the end of the IPC period are calculated at the HHSC rates effective September 1, 2019.

For IPCs which contain two rates during the same IPC period, the uploaded attachment of the IPC will not match the electronic IPC in the IDD Operations Portal. HHSC Utilization Review will review and process the data captured on the uploaded attachment IPC to ensure funds have been properly allocated across the service plan year. Once processed by HHSC, the data entered IPC will be returned to the submitter by fax. IPC revisions for rate changes may be submitted as paper submissions via fax or mail.

Contact Utilization Review at 512-438-4896 for questions about the content of this alert.