Community Services Interest Lists User Guide for the Local Intellectual and Developmental Disability Authority

TEXAS
Health and Human Services

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Introduction

The Health and Human Services Commission (HHSC) operates a web-based application called the Community Services Interest Lists (CSIL) to maintain information about Texans interested in receiving Medicaid waiver program services.

This user guide only provides instruction for local intellectual and developmental disability authorities (LIDDAs) who maintain the program interests lists for the Home and Community Service (HCS) and Texas Home Living (TxHmL) Medicaid waivers.

Requesting Access

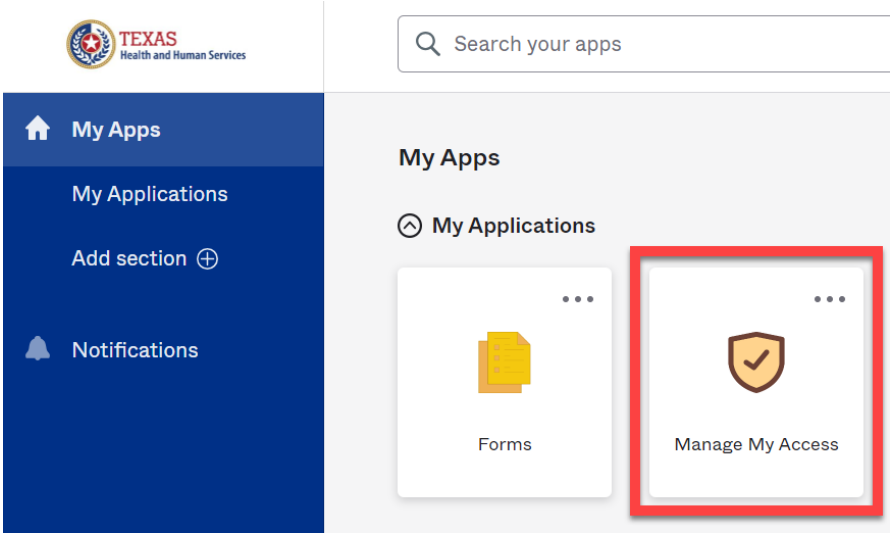
An IAMOnline portal account is required to request CSIL access.

To register, go to the IAMOnline portal website and click on the "*Register Non-HHS employee account or organization*" link. Then, follow the instructions on the screen.

> Tip: For assistance with IAMOnline registration, contact the HHS Help Desk at 512-438-4720 or 1-855-435-7181 (toll-free), 7:00 A.M. to 7:00 P.M., CT, Monday to Friday.

After obtaining an IAMOnline portal account, log in and follow the instructions below to request access to the CSIL application.

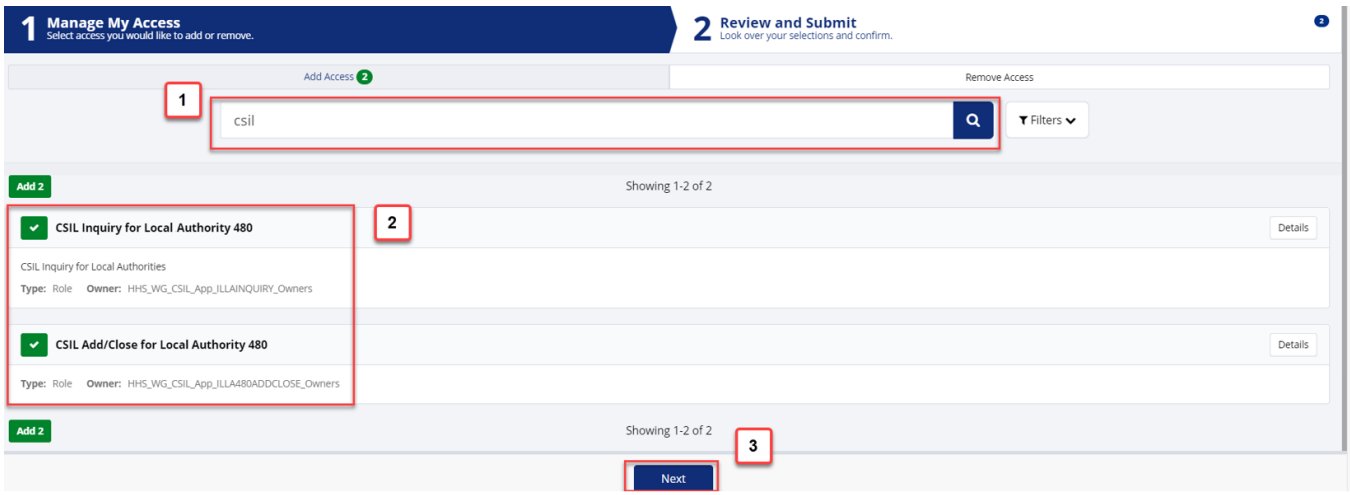
From the My Apps Dashboard, click the **Manage My Access** tile.



Step 1. From the Add Access tab, type "CSIL" into the search box to locate the two user role options available for the LIDDAs:

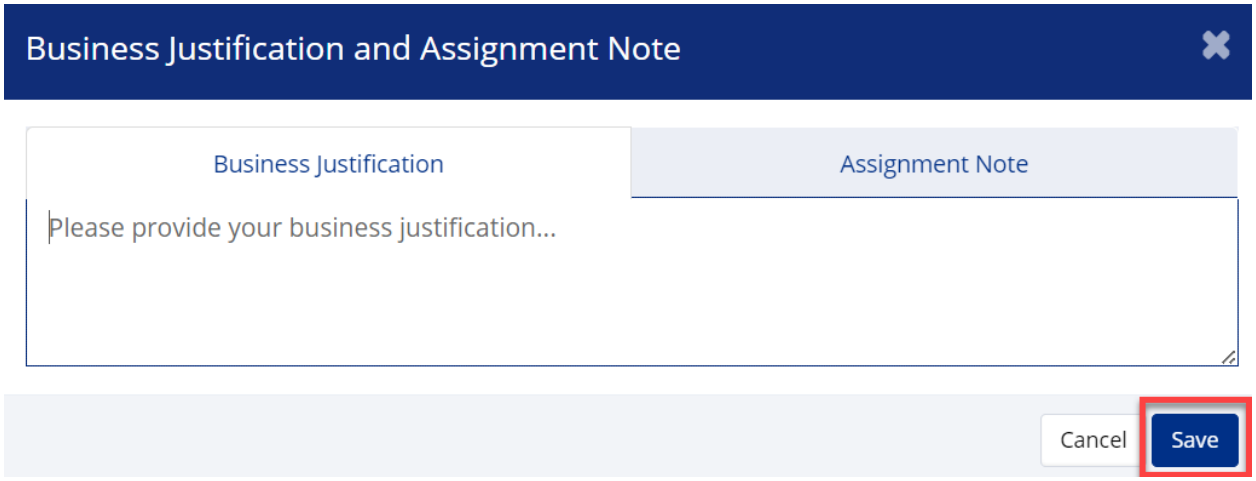
> CSIL Inquiry for Local Authority ###
>
> CSIL Add/Close for Local Authority ###

Select the **check mark** next to the applicable access name(s) and click **Next**.

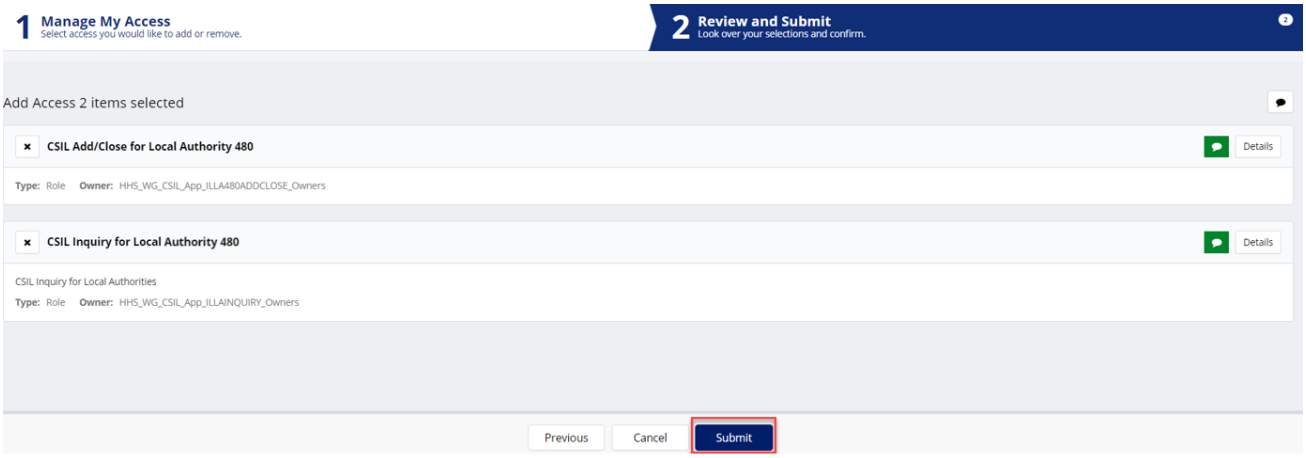


Step 2. On the Review and Submit tab, click on the **comment icon**.

Step 3. In the Business Justification and Assignment Note popup box, provide your business justification for requesting the CSIL application and click **Save**.



Step 4. The comment icon will reflect green when the justification is saved. Click **Submit** to complete the CSIL access request.



> Tip: For assistance requesting CSIL access, contact the HHS Help Desk at 512-438-4720 or 1-855-435-7181 (toll-free), 7:00 A.M. to 7:00 P.M., CT, Monday to Friday.

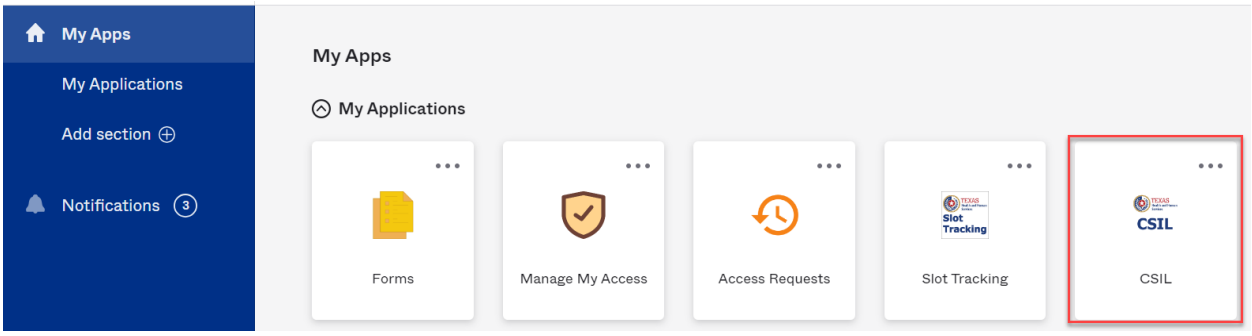
HHSC has authorized a security administrator for each LIDDA. The security administrator is responsible for ensuring application access is properly assigned to LIDDA staff.

When CSIL access is successfully requested, a confirmation email is sent to the requestor. An email is also sent to the LIDDA's security administrator to complete the first level of approval. When the first level approval is complete, an email is sent to LPDS for second level approval. When the second level approval is complete, an email is sent to the requestor.

If CSIL access is denied, the requestor will receive an email stating the reason for the denial and corrections needed, if any. The requestor can resubmit the access request per the direction of the denial notification or contact InterestListPreEnroll_LIDDAHelp@hhs.texas.gov for assistance.

CSIL Home Page

When CSIL access is approved, to access CSIL, sign into the IAMOnline portal and select the **CSIL** tile in the **My Applications** section.



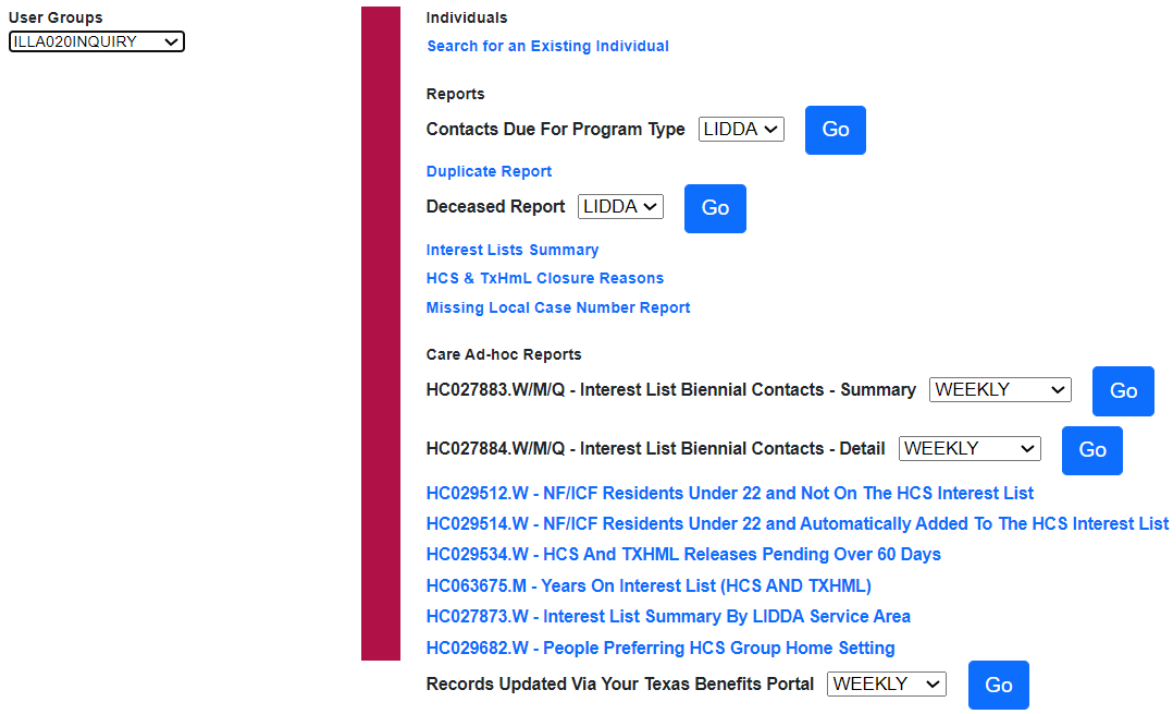
> **Tip**: When working in the CSIL application, use the **Back** hyperlink at the top of the page to go to the previous page.

User Groups

CSIL works in real time, meaning as soon as information is entered, it is accessible to users. Users are assigned to specific user groups. Each user group is granted permission to perform certain functions. LIDDA staff are assigned to the ILLA###INQUIRY and/or ILLA###ADDCLOSE user groups.

ILLA###INQUIRY

If the user is approved for **ILLA###INQUIRY** only, the **User Groups** selection defaults to the inquiry home page. Options shown on this home page are limited to the view only functionality.



ILLA###ADDCLOSE

If the user is approved for **ILLA###ADDCLOSE**, the **User Groups** selection defaults to the data entry home page. Options shown on this home page are for the view and edit functionality.

User Groups

ILLA020ADDCLOSE

ILLA020ADDCLOSE
ILLA020INQUIRY

Individuals

Search for an Existing Individual

Add New Individual

Reports

Contacts Due For Program Type LIDDA Go

Duplicate Report

Deceased Report LIDDA Go

Interest Lists Summary

HCS & TxHmL Closure Reasons

Missing Local Case Number Report

Care Ad-hoc Reports

HC027883.W/M/Q - Interest List Biennial Contacts - Summary WEEKLY Go

HC027884.W/M/Q - Interest List Biennial Contacts - Detail WEEKLY Go

HC029512.W - NF/ICF Residents Under 22 and Not On The HCS Interest List

HC029514.W - NF/ICF Residents Under 22 and Automatically Added To The HCS Interest List

HC029534.W - HCS And TXHML Releases Pending Over 60 Days

HC063675.M - Years On Interest List (HCS AND TXHML)

HC027873.W - Interest List Summary By LIDDA Service Area

HC029682.W - People Preferring HCS Group Home Setting

Records Updated Via Your Texas Benefits Portal WEEKLY Go

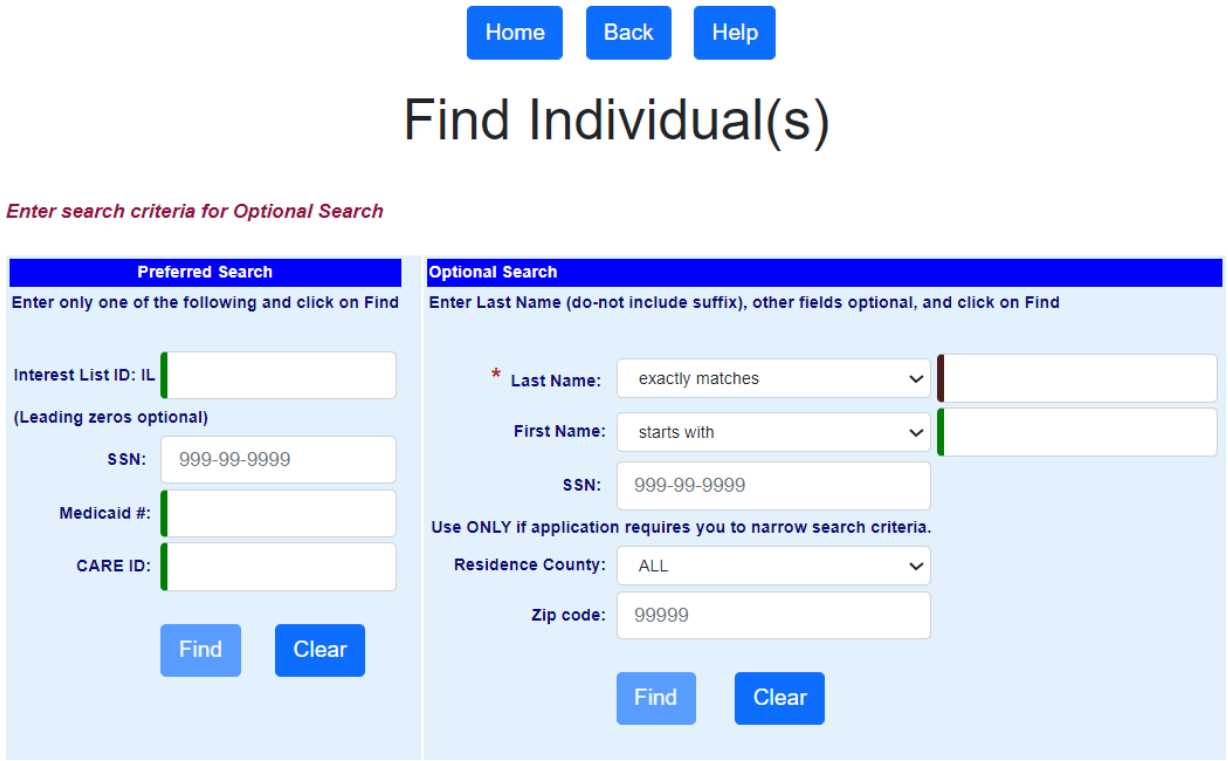
Search

Search for an Existing Record

To avoid creating duplicate records, the LIDDA must search for an existing record before adding a new record. For more information, see the Add New Individual section of this document.

Click **Search for an Existing Individual** on the CSIL home page.

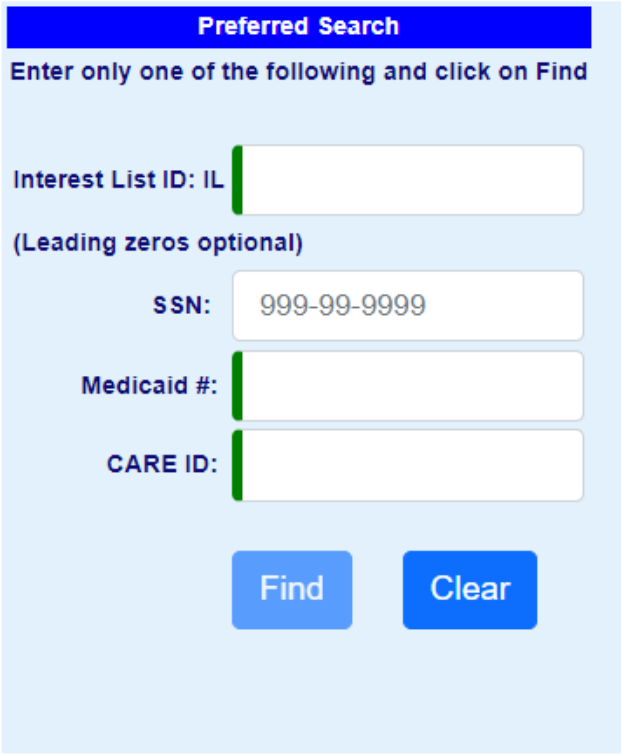
The **Find Individual(s)** page is displayed.



Preferred Search

To use **Preferred Search**, enter an **Interest List ID** (often referred to as a CSIL ID), **Medicaid Number**, or **CARE ID**. LPDS advises against searching by SSN. If the CSIL ID, Medicaid Number, or CARE ID are unknown, use the **Optional Search** feature.

Click **Find.**



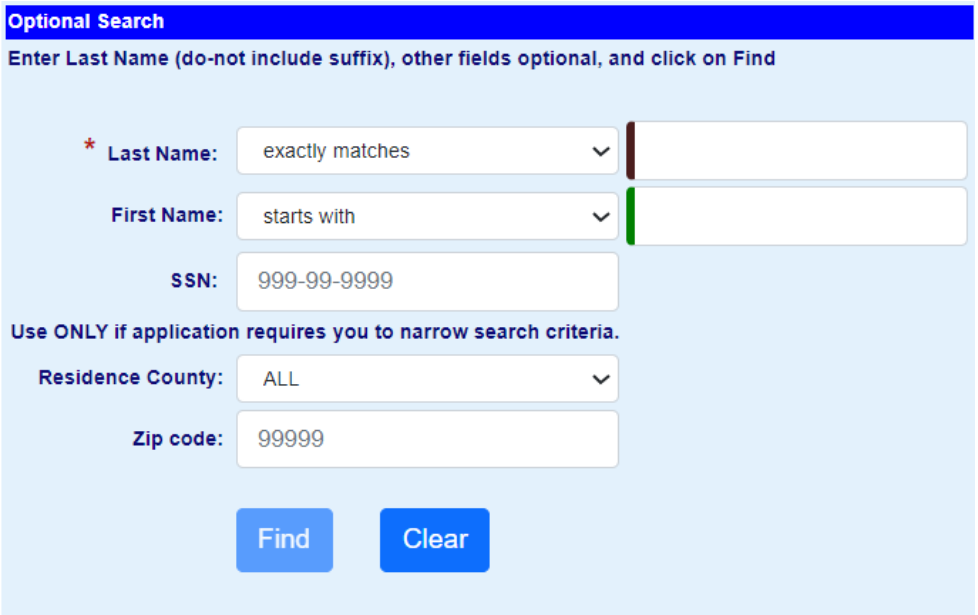
Optional Search

To use the **Optional Search** feature:

- Enter the **Last Name** *(required)*.
  - If the exact spelling of the last name is known, enter it and select **exactly matches**.
  - If the exact spelling of the last name is unknown, enter the first few letters and select **starts with**.
- Enter the First **Name** *(optional)*.

- If the exact spelling of the first name is known, enter it and select **exactly matches**.
- If the exact spelling of the first name is unknown, enter the first few letters and select **starts with**.

LPDS advises against searching by SSN. If the person's record is not found when searching by the name, narrow the search by selecting a county or entering a zip code.



Click **Find**.

The **Search Results** page is displayed.

No Potential Matches

If the search results in no matches, a message is displayed.

Optional Search: No match found for Last name = 'HHSC' , Residence County = 'ALL' entered, Additional search on Last Name 'HHSC' only, found 0 matches

Too Many Potential Matches

If the search results in more than 199 potential matches, a message is displayed. Narrow the search results by entering additional search criteria.

Search found 9002 records which exceed the maximum of 199. Please provide more information to narrow search or try 'exactly matches' for Name

Potential Matches

If the search results in less than 199 potential matches, a list of the potential matches is displayed. Check the list to see if there is an existing record for the person and view the record to confirm it belongs to the person.

ILLA###INQUIRY users only have the option to **View** the records.

Search criteria:Last name exactly matches TEST First name starts with AB Residence County ALL

Sort By: Last Name

Individuals 1 to 4 of 4

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	Care ID	Care Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
View All													
View	TEST, AB	IL122420703	Active			12345	Active		10/10/1950	TRAVIS	123 AB WAY	AUSTIN,TEXAS,	No

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
View	Close	Home & Community Services(HCS)		INTEGRAL CARE/TRAVIS	04/03/1990	05/18/2023	04/04/2023	04/03/2025
View	Close	Home & Community Services(HCS)		INTEGRAL CARE/TRAVIS	02/01/2021	01/16/2024	02/01/2021	02/01/2023
View	Close	TX Home Living(TXHML)		INTEGRAL CARE/TRAVIS	04/04/2023	07/25/2023	04/04/2023	04/03/2025
View	Close	Adult Foster Care(AFC)		01-Lubbock/BRISCOE	07/18/2023	08/28/2023	07/18/2023	07/17/2024

View All													
View	TEST, AB	IL122420704	Active			12345	Active		10/10/1950	MCLENNAN	123 AB WAY	AUSTIN,TEXAS,	No

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
View	Close	Home & Community Services(HCS)		HEART OF TEXAS REGION MHMR CENTER/MCLENNAN	04/03/2023	06/07/2023	07/24/2023	07/23/2025
View	Close	TX Home Living(TXHML)		HEART OF TEXAS REGION MHMR CENTER/MCLENNAN	04/04/2023	04/04/2023	07/24/2023	07/23/2025
View	Close	Adult Foster Care(AFC)		07-Austin/MCLENNAN	07/24/2023	07/24/2023	07/24/2023	07/23/2024

View All													
View	TEST, ABB	IL122420733	Active			98765	Active		01/01/1990	TRAVIS	ADD	CITY,TEXAS,	No

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
View	Interested	Home & Community Services(HCS)	3053 of 3107, 114846 of 115042	INTEGRAL CARE/TRAVIS	04/12/2023	04/12/2023	01/01/2023	12/31/2024
View	Interested	TX Home Living(TXHML)	2628 of 2537, 103912 of 103974	INTEGRAL CARE/TRAVIS	04/21/2023	04/21/2023	01/01/2023	12/31/2024

ILLA###ADDCLOSE users have the option to **View** or **Edit** the records.

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	Care ID	Care Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
View All													
View Edit	TEST, ABB	IL122448206				12345	Active		01/01/2001	ARMSTRONG	123 ADDRESS	CITY,TEXAS,78621	Yes

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
View Edit	Interested	Home & Community Services(HCS)	1645 of 1562, 115062 of 115086	TEXAS PANHANDLE CENTERS/ARMSTRONG	03/31/2024	04/01/2024	03/31/2024	03/31/2026
View Edit	Interested	TX Home Living(TXHML)	1413 of 1276, 103927 of 103939	TEXAS PANHANDLE CENTERS/ARMSTRONG	03/31/2024	04/01/2024	03/31/2024	03/31/2026

View All													
View Edit	TEST, ABB	IL122448207				54321	Active		01/01/2001	ARMSTRONG	213 ADDRESS	CITY,TEXAS,78621	Yes

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
View Edit	Interested	Home & Community Services(HCS)	1646 of 1562, 115063 of 115086	TEXAS PANHANDLE CENTERS/ARMSTRONG	03/31/2024	04/01/2024	04/03/2024	04/03/2026
View Edit	Interested	TX Home Living(TXHML)	1414 of 1276, 103928 of 103939	TEXAS PANHANDLE CENTERS/ARMSTRONG	03/31/2024	04/01/2024	04/03/2024	04/03/2026

Click **View All**.

The **Individual Detail** page is displayed.

Individual Detail

Personal Information

Update Personal Information | View Individual Address History

Interest List ID:	IL122448206	**Contact Status:**	
CARE ID:	12345	**CARE Status:**	Active
Name:	ABB TEST	**Phone Number:**	(999)999-9999 **Ext:**
SSN:		**Physical Address:**	123 ADDRESS
Medicaid #:		**City/State/Zip:**	CITY, TEXAS, 78621
Birth Date:	01/01/2001	**Mailing Address:**	123 ADDRESS
Age:	23 Year(s) 6 Month(s)	**City/State/Zip:**	CITY, TEXAS, 78621
Gender:	Male	**Residence County:**	ARMSTRONG
Ethnicity:	American Indian or Alaskan Native	**Email Address:**	
Household's Preferred Language:		**Preferred HCS Living:**	None
Receiving SSI:	No	**IDD Contact Declined:**	No
Receiving Medicaid:	No	**IDD Contact Due Date:**	03/31/2026
Community Services Received:	None	**Last Contact Date:**	03/31/2024
Do you think a move out of the home will be required within 1 Yr:	No	**Last Contacted By:**	testcsil50@mailinator.com
Questionnaire:	Yes	**Living Arrangement:**	Family or Friend
Deceased:	No	**If at home, Age of main caregiver:**	60
Individual resides in an Active Military Household:	No	**Facility Name:**	
Individual not interviewed:	No	**Date Admitted:**	
Inactive-Unable to Contact:	No	**Date Discharged:**	
Contact Attempted:		**Last Updated Date:**	04/02/2024
When does person want service(s):	IMMEDIATELY	**Last Updated By:**	SP_HY_INACTIVE null
		Annual Contact Mail Date:	

Individual Comments:

On the **Individual Detail** page, review the **Personal Information** to determine if any of the potential matches belong to the person.

If none of the potential matches belong to the person, follow the instructions in the Add New Individual section of this user guide.

If one of the potential matches is confirmed to belong to the person, follow the instructions in the Add Individual to Program section of this user guide.

Add New Individual

Before adding or updating a person's CSIL record, the person's designated LIDDA must physically view the person's social security card and birth certificate to confirm the person's identity. Also, if the person has Medicaid, the LIDDA must confirm the person's Medicaid number in the Eligibility as a Service (EaaS) application.

To add a new CSIL record, click **Add New Individual** on the CSIL home page.

The **Find Individual(s)** page is displayed with the **Optional Search** feature.

Follow the instructions in the Optional Search section to find potential matches. Then follow the instructions in the Potential Matches section to determine if a potential match belongs to the person. The LIDDA must make every attempt to avoid creating duplicate CSIL records.

If there is an existing CSIL record, the LIDDA must not add a duplicate record. To add a program interest list to the person's existing CSIL record, follow the instructions in the Add Individual to Program section of this document.

If none of the potential matches belong to the person, **before adding a new CSIL record**, the LIDDA must check the CARE system's 201 screen, Client Name Search, to determine if the person has an existing CARE ID.

1. If the person does not have an existing CARE ID, the LIDDA must register the person in CARE to receive a CARE ID. Then, the LIDDA must assign a local case number (LCN) to the person in CARE using screen 410, *Add Case to ID/Demographic Update*. When a CARE ID and LCN are assigned, the LIDDA may proceed with the instructions below to add the new CSIL record.
2. If the person has an existing CARE ID, the LIDDA must determine if the person has previously been assigned a LCN by the LIDDA.
   - If the person has previously been assigned a LCN by the LIDDA, the LIDDA may proceed with the instructions below to add the new CSIL record.
   - If the person has not previously been assigned a LCN by the LIDDA, the LIDDA must assign a LCN to the person in CARE using screen 410, Add Case to ID/Demographic Update. When a CARE ID and LCN are assigned,

the LIDDA may proceed with the instructions below to add the new CSIL record.

Scroll to the bottom of the search results page, in the **Add New Individual To** dropdown list, select the desired program.

Click **Go**.

Individuals 1 to 2 of 2

Actions	Name	Interest List ID	Contact Status	Merged IL ID	Medicaid #	Care ID	Care Status	SSN	Birth Date	County	Address	City/State/Zip	Qstnr
View All													
View	TEST, AB	IL122420703	Active			12345	Active		10/10/1950	TRAVIS	123 AB WAY	AUSTIN,TEXAS,	No

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
View	Close	Home & Community Services(HCS)		INTEGRAL CARE/TRAVIS	04/03/1990	05/18/2023	04/04/2023	04/03/2025
View	Close	Home & Community Services(HCS)		INTEGRAL CARE/TRAVIS	02/01/2021	01/16/2024	02/01/2021	02/01/2023
View	Close	TX Home Living(TXHML)		INTEGRAL CARE/TRAVIS	04/04/2023	07/25/2023	04/04/2023	04/03/2025
View	Close	Adult Foster Care(AFC)		01-Lubbock/BRISCOE	07/18/2023	08/28/2023	07/18/2023	07/17/2024

View All													
View	TEST, AB	IL122420704	Active			12345	Active		10/10/1950	MCLENNAN	123 AB WAY	AUSTIN,TEXAS,	No

Actions	Status	Program	Position On List	Service Area/ County	Request Date	Status Date	Last Contact Date	Next Contact Due Date
View	Close	Home & Community Services(HCS)		HEART OF TEXAS REGION MHMR CENTER/MCLENNAN	04/03/2023	06/07/2023	07/24/2023	07/23/2025
View	Close	TX Home Living(TXHML)		HEART OF TEXAS REGION MHMR CENTER/MCLENNAN	04/04/2023	04/04/2023	07/24/2023	07/23/2025
View	Close	Adult Foster Care(AFC)		07-Austin/MCLENNAN	07/24/2023	07/24/2023	07/24/2023	07/23/2024

You may add a new individual and questionnaire by clicking the link below

Add New Individual with Questionnaire ONLY

You may add the new individual by selecting a program below and clicking Go

Add New Individual To: Home & Community Services(HCS) Go

Home & Community Services(HCS)
TX Home Living(TXHML)

The **New Individual** page is displayed. A screenshot is not provided in this user guide due to the length of the page.

The LIDDA must enter the information from the completed Form 8591, Community Services Interest Lists (CSIL) Data Entry Form on the **New Individual** page.

A red asterisk (*) indicates a required field. However, LPDS requires the LIDDA to enter all the information from Form 8591, including the following:

- CARE ID – Do not make up a random number, enter all zeros (0), or enter the CSIL ID, LCN, SSN, or Medicaid number in this field.
- Last Name – Verify the spelling.
- First Name – Verify the spelling.
- Gender
- Ethnicity
- Household's Preferred Language
- Birth Date – Before entering, view the birth certificate or another form of identification.
- Address (including City, State, Zip Code and Residence County)
- Phone Number
- Living Arrangement - if family or friend is selected in the living arrangement field, the following is required:
  - If at home, age of main care giver (an estimation is acceptable)
  - Do you think a move out of the home will be required within 1 year?
- Preferred HCS Living
- When does person want service(s)
- Receiving SSI (Social Security Income)
- Receiving Medicaid
- Community Services Received
- Individual Comments – describe the action being taken on the record.

If the following information is available, the LIDDA must enter it:

- SSN - Before entering, view the social security card to verify the number.
- Medicaid # - Before entering, confirm the number in the EaaS system.
- Email Address

If the person is residing in a facility or was recently discharged from a facility, the LIDDA must enter the following:

- Facility Name
- Date Admitted (facility admission date)
- Date Discharged (if applicable)

If the LIDDA is aware of the person being a member of an active military family, the LIDDA must check the **Individual resides in an Active Military Household** checkbox.

Click **Next**.

The Questionnaire for Waiver Program Interest List page is displayed.

Follow the instructions in the Add New Questionnaire section of this user guide.

Add New Questionnaire

The LIDDA conducts an interview with the primary correspondent and completes Form 8577, Questionnaire for LTSS Waiver Program Interest Lists. The LIDDA enters the information from Form 8577 in the CSIL application on the **Questionnaire for Waiver Program Interest Lists** page. No screenshot is provided in this user guide due to the length of the page.

A red asterisk (*) indicates a required field. However, LPDS requires the LIDDA to enter all the information from Form 8577, including the following as it pertains the person who is providing the information to the LIDDA:

- Date Completed
- Relationship to Individual
- Name of Person Providing Information
- Mailing Address
- Physical Address
- Primary Telephone Number
- Does the individual have a Child Protective Services (CPS) or Adult Protective Services (APS) conservatorship?
- Declined to answer the questionnaire – check this box ONLY if the person does not want to participate in the questionnaire.
  - Comments - enter the reason the person declined (if applicable).

Click **Next**.

The **New Interest List** page is displayed.

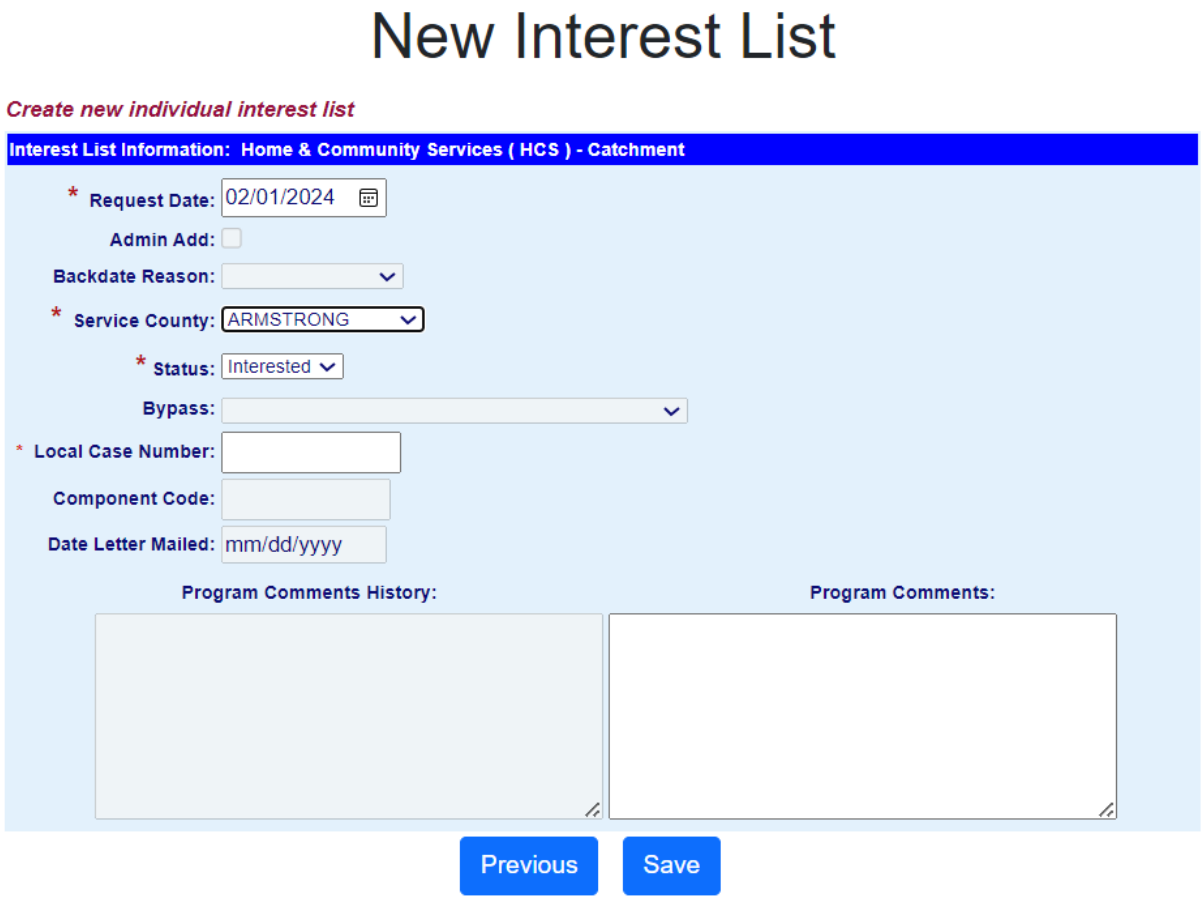
New Interest List

The **Request Date** field is populated with the current date. However, the **Request Date** must match the signature date on Form 8648, Identification of Preferences.

If Form 8648 was signed fewer than 60 calendar days earlier, the LIDDA changes the **Request Date** field to match the signature date on Form 8648.

If Form 8648 was signed more than 60 calendar days earlier, the LIDDA cannot change the **Request Date** field. The LIDDA must continue using the current date as the **Request Date** and submit Form 8571, Request to Change Interest List Information for Home and Community-based Services (HCS) or Texas Home Living (TxHmL).

For detailed information on this process, refer to Section 7900, Requesting Changes to a Person's HCS or TxHmL Interest List in the Local Intellectual and Developmental Disability Authority Handbook.



A red asterisk (*) indicates a required field. However, LPDS requires the LIDDA to enter the following:

- Request Date (see information above)
- Backdate Reason
  - This field is only enabled if the LIDDA changes the **Request Date** field. If enabled, the LIDDA must select the applicable backdate reason from the dropdown list:
    - CSIL Entry Delay
    - Error Correction
- Service County
  - This field must match the county of residence on the **Personal Information** page. If it does not match, a popup message displays. If the residence county needs to be updated, follow the instructions in the Updating Individual Address section of this user guide to update the residence county. Then, return to the Add New Individual section to continue.
- Status

  This field defaults to **Interested**. The LIDDA must not change it when adding a new interest list record. When updating an existing interest list record, if the status needs to be changed, follow the instructions in the Updating Interest List section of this user guide.
- Local Case Number

  Enter the LCN for the LIDDA as assigned in the CARE system.

Click **Save**.

A popup message is displayed instructing the LIDDA to confirm the interest list request date before the system saves the record.

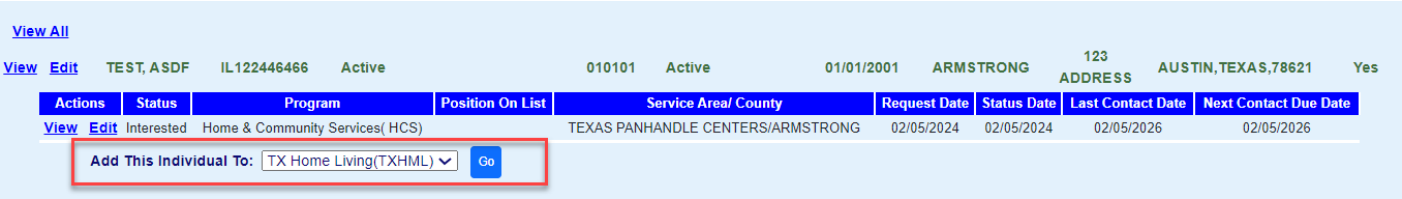
- If the Request date is incorrect, click **Cancel** to correct the date.
- If the Request date is correct, click **Ok** to save the record. If the record is saved with an incorrect request date, Form 8571 and supporting documentation is required for correction.

The **Individual Detail** page is displayed.

Tip: If the person is being added to both the HCS and TxHmL interest lists, follow the instructions in the Add Individual to Program section of this user guide to add the other program.

Add Individual to Program

To add a program interest list to a person's existing CSIL record, in the **Add This Individual To** dropdown list, select the desired program.



Click **Go**.

The **Add Individual to Program** page is displayed. No screenshot is provided in this user guide due to the length of the page.

On the **Add Individual to Program** page, review the information in each field and make any necessary changes.

Click **Next**.

The **Questionnaire for Waiver Program Interest List** page is displayed. Review the information in each field and make any necessary changes.

Click **Next**.

The **New Interest List** page is displayed. Follow the instructions in the New Interest List section of this user guide.

Updating an Existing Record

The LIDDA can update demographic or contact information on the person's CSIL record at any time. It is not necessary to wait for the biennial contact due date to update the record.

Updating Personal Information

Follow the instructions in the Search for an Existing Individual section of this user guide to find the person's existing CSIL record.

The **Individual Detail** page is displayed.

Individual Detail

Personal Information

Update Personal Information | View Individual Address History

Interest List ID:	IL122448206	Contact Status:	
CARE ID:	12345	CARE Status:	Active
Name:	ABB TEST	Phone Number:	(999)999-9999 Ext:
SSN:		Physical Address:	123 ADDRESS
Medicaid #:		City/State/Zip:	CITY, TEXAS, 78621
Birth Date:	01/01/2001	Mailing Address:	123 ADDRESS
Age:	23 Year(s) 6 Month(s)	City/State/Zip:	CITY, TEXAS, 78621
Gender:	Male	Residence County:	ARMSTRONG
Ethnicity:	American Indian or Alaskan Native	Email Address:	
Household's Preferred Language:		Preferred HCS Living:	None
Receiving SSI:	No	IDD Contact Declined:	No
Receiving Medicaid:	No	IDD Contact Due Date:	03/31/2026
Community Services Received:	None	Last Contact Date:	03/31/2024
Do you think a move out of the home will be required within 1 Yr:	No	Last Contacted By:	testcsil50@mailinator.com
Questionnaire:	Yes	Living Arrangement:	Family or Friend
Deceased:	No	If at home, Age of main caregiver:	60
Individual resides in an Active Military Household:	No	Facility Name:	
Individual not interviewed:	No	Date Admitted:	
Inactive-Unable to Contact:	No	Date Discharged:	
Contact Attempted:		Last Updated Date:	04/02/2024
When does person want service(s):	IMMEDIATELY	Last Updated By:	SP_HY_INACTIVE null
		Annual Contact Mail Date:	

Individual Comments:

Contact Information

Add Contact Information for ABB TEST

Interest List Information

HCS - TEXAS PANHANDLE CENTERS , ARMSTRONG County (Interested)
TXHML - TEXAS PANHANDLE CENTERS , ARMSTRONG County (Interested)

Home & Community Services(HCS) - TEXAS PANHANDLE CENTERS , ARMSTRONG County (Interested)

Tip: To review current and historical address information, click **View Individual Address History**. If the address needs to be updated, follow the instructions in the Updating Individual Address of this user guide.

Tip: To view the existing questionnaire, in the **Questionnaire** field, click **Yes**. If the questionnaire needs to be updated, follow the instructions in the Updating an Existing Questionnaire section of this user guide.

In the Personal Information section, click Update Personal Information.

The **Update Individual** page is displayed.

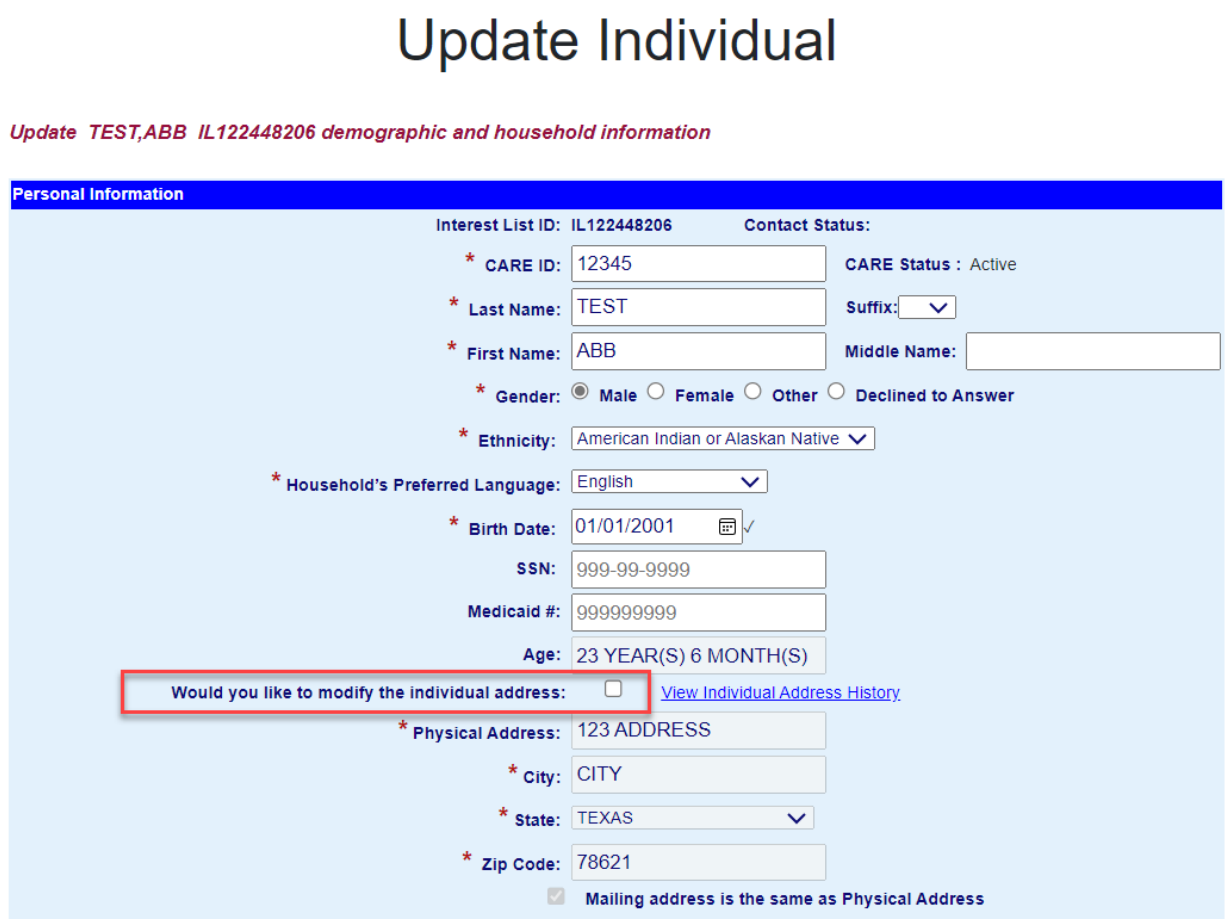
Review the information in each field and make the necessary changes.

Click **Update**.

The **Personal Detail** page is displayed.

Updating Individual Address

On the **Update Individual** page, check the checkbox next to the field labeled, Would you like to modify the individual address:



The address fields are enabled for editing.

Make the necessary changes.

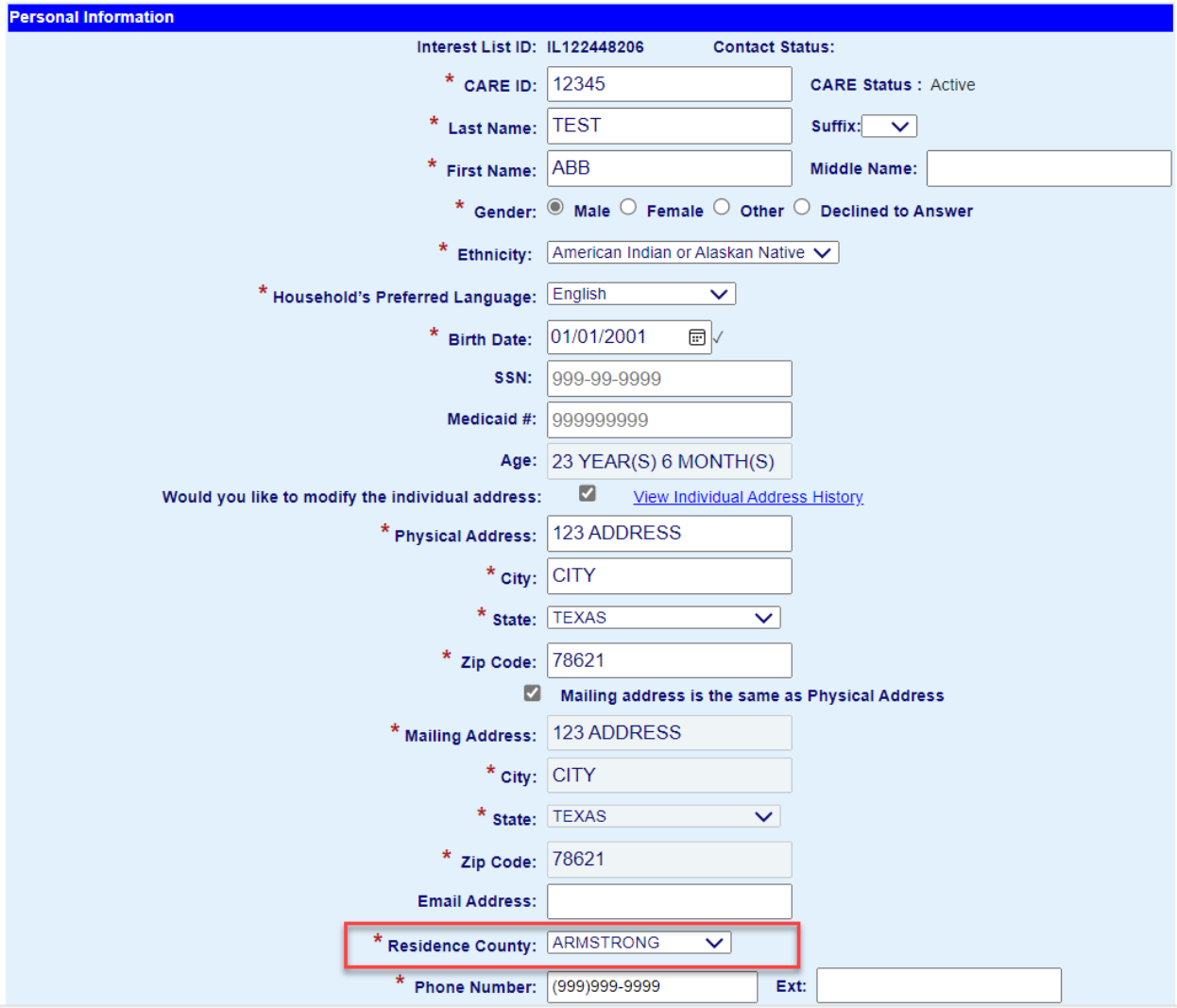
Click **Update**.

The **Personal Detail** page is displayed.

Transferring a CSIL Record to another LIDDA

First, follow the instructions in the Updating an Individual Address section of this user guide.

On the **Update Individual** page, select the new county in the **Residence County** field.



Click **Update**.

If the new county is in another LIDDA's local service area, the record will be transferred to that LIDDA and the LCN on the interest list records will be blanked

out. This will cause the interest list records to appear on the **Missing Local Case Number Report** on the CSIL home page.

If the person has not previously been assigned a LCN by the new LIDDA, the new LIDDA must assign a LCN to the person in CARE and can follow the instructions in the Missing Local Case Number Report section of this user guide to change the LCN on the program interest lists.

Refer to Section 7800, When to Transfer a Person's CSIL Record in the Local Intellectual and Developmental Disability Authority Handbook.

Updating Contact Information

Adding a New Contact

On the **Individual Detail** page, in the **Contact Information** section, click **Add Contact Information.**

Individual Detail

Personal Information

Update Personal Information | View Individual Address History

Interest List ID:	IL122448206	Contact Status:	
CARE ID:	12345	CARE Status:	Active
Name:	ABB TEST	Phone Number:	(999)999-9999 Ext:
SSN:		Physical Address:	123 ADDRESS
Medicaid #:		City/State/Zip:	CITY, TEXAS, 78621
Birth Date:	01/01/2001	Mailing Address:	123 ADDRESS
Age:	23 Year(s) 6 Month(s)	City/State/Zip:	CITY, TEXAS, 78621
Gender:	Male	Residence County:	ARMSTRONG
Ethnicity:	American Indian or Alaskan Native	Email Address:	
Household's Preferred Language:		Preferred HCS Living:	None
Receiving SSI:	No	IDD Contact Declined:	No
Receiving Medicaid:	No	IDD Contact Due Date:	03/31/2026
Community Services Received:	None	Last Contact Date:	03/31/2024
Do you think a move out of the home will be required within 1 Yr:	No	Last Contacted By:	testcsil50@mailinator.com
Questionnaire:	Yes	Living Arrangement:	Family or Friend
Deceased:	No	If at home, Age of main caregiver:	60
Individual resides in an Active Military Household:	No	Facility Name:	
Individual not interviewed:	No	Date Admitted:	
Inactive-Unable to Contact:	No	Date Discharged:	
Contact Attempted:		Last Updated Date:	04/02/2024
When does person want service(s):	IMMEDIATELY	Last Updated By:	SP_HY_INACTIVE null
		Annual Contact Mail Date:	

Individual Comments:

Contact Information

Add Contact Information for ABB TEST

The **New Contact** page is displayed.

New Contact

Enter new contact information for ASDF TEST, IL122446466

Contact Information

*Contact Type:
*Name:
*Address:
*City:
*State: TEXAS
*ZipCode: 99999
Primary Phone: (999)999-9999
Primary Ext: 99999
Alternate Phone: (999)999-9999
Alternate Ext: 99999
Email Address:

Save

A red asterisk (*) indicates a required field. However, LPDS requires the LIDDA to enter the following:

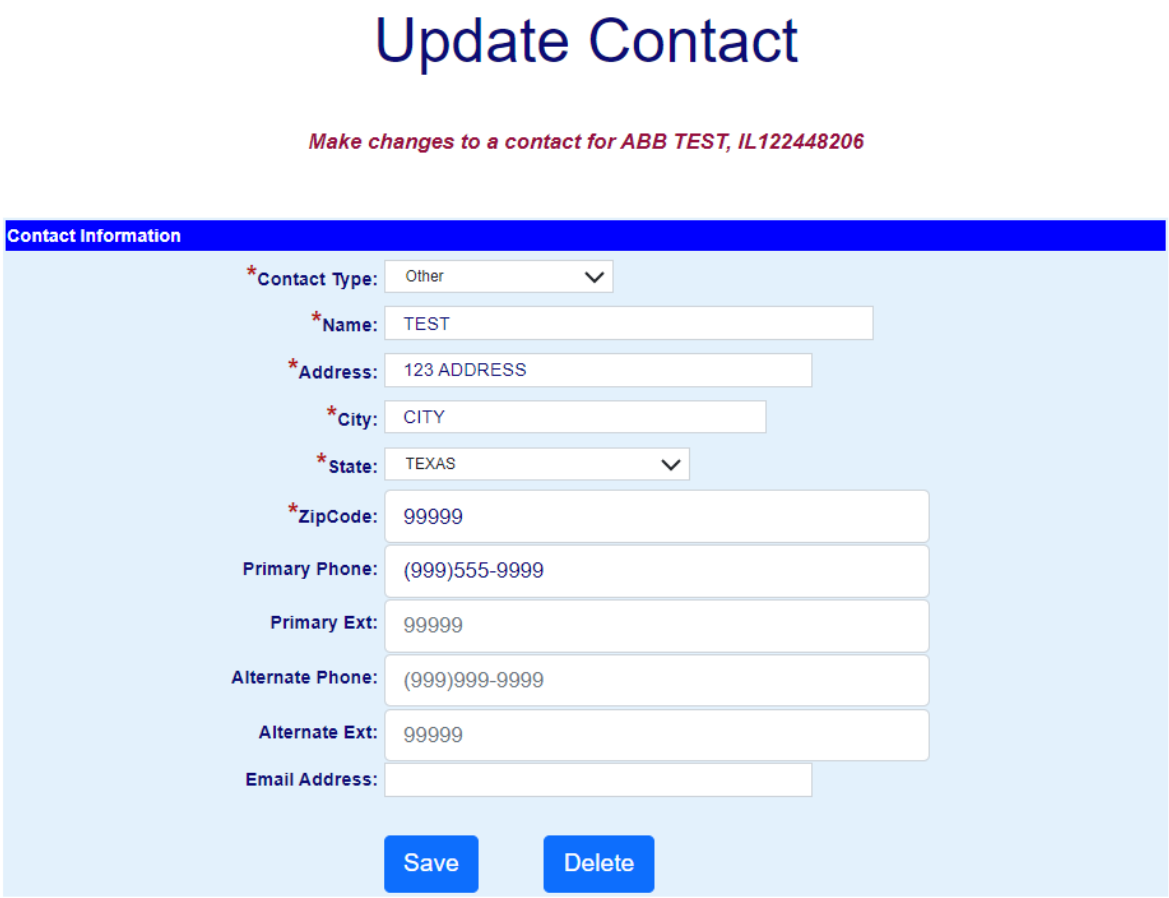
- Contact Type (select from dropdown list)
- Name
- Address
- City
- State
- Zip Code
- Primary Phone

Click **Save**.

Updating Existing Contact Information

On the **Individual Detail** page, in the **Contact Information** section, click the name of the contact being updated.

The **Update Contact** page is displayed.



A red asterisk (*) indicates a required field. However, LPDS requires the LIDDA to enter the following:

- Contact Type (select from dropdown list)
- Name
- Address
- City
- State
- Zip Code

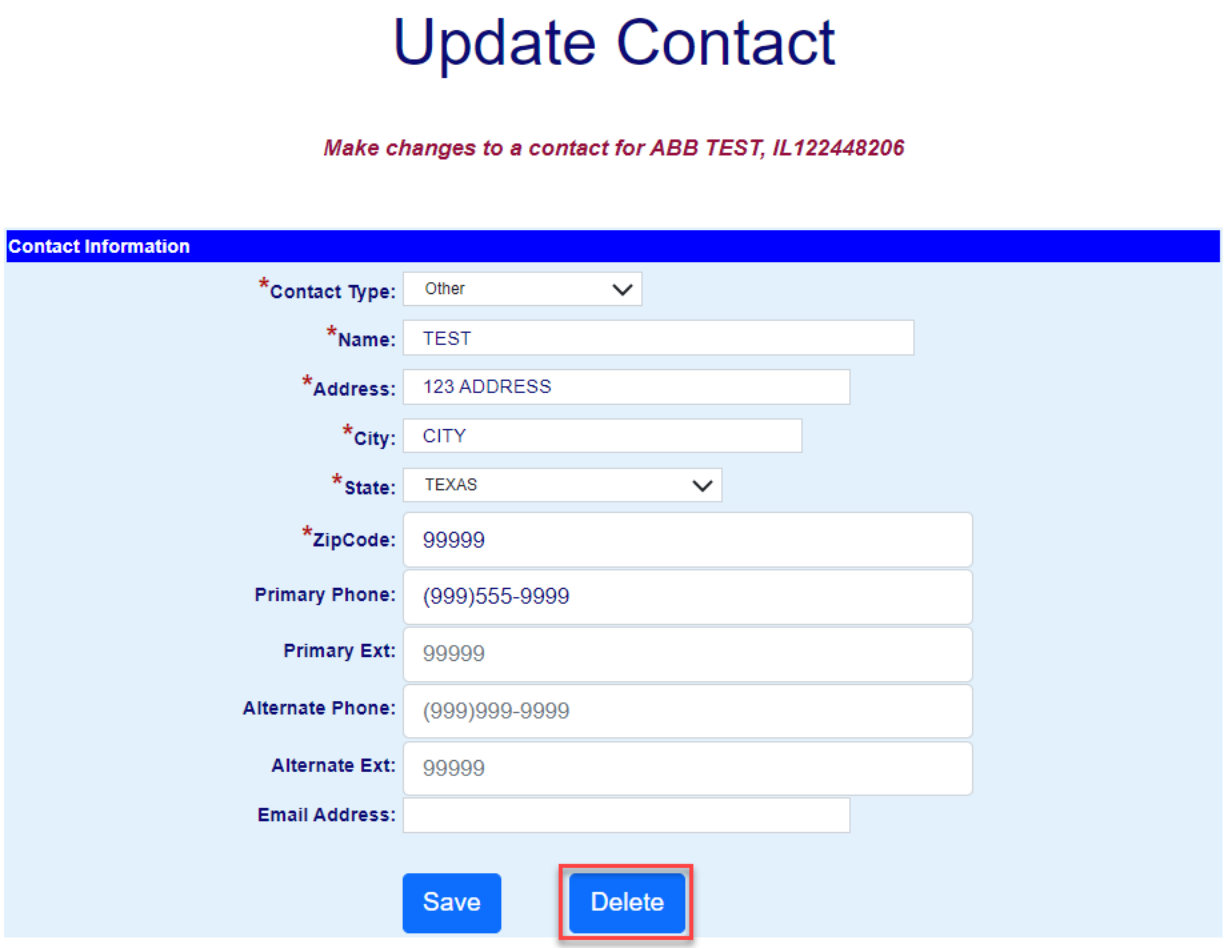
- Primary Phone

Click **Save**.

Deleting a Contact

On the **Individual Detail** page, in the **Contact Information** section, click the name of the contact being deleted.

The **Update Contact** page is displayed.



Click **Delete**.

Updating an Existing Questionnaire

On the **Individual Detail** page, in the **Personal Information** section, in the **Questionnaire** field, click **Yes**.

Individual Detail

Personal Information

Update Personal Information | View Individual Address History

Interest List ID:	IL122448206	**Contact Status:**	
CARE ID:	12345	**CARE Status:**	Active
Name:	ABB TEST	**Phone Number:**	(999)999-9999 **Ext:**
SSN:		**Physical Address:**	123 ADDRESS
Medicaid #:		**City/State/Zip:**	CITY, TEXAS, 78621
Birth Date:	01/01/2001	**Mailing Address:**	123 ADDRESS
Age:	23 Year(s) 6 Month(s)	**City/State/Zip:**	CITY, TEXAS, 78621
Gender:	Male	**Residence County:**	ARMSTRONG
Ethnicity:	American Indian or Alaskan Native	**Email Address:**	
Household's Preferred Language:		**Preferred HCS Living:**	None
Receiving SSI:	No	**IDD Contact Declined:**	No
Receiving Medicaid:	No	**IDD Contact Due Date:**	03/31/2026
Community Services Received:	None	**Last Contact Date:**	03/31/2024
Do you think a move out of the home will be required within 1 Yr:	No	**Last Contacted By:**	testcsil50@mailinator.com
Questionnaire:	Yes	**Living Arrangement:**	Family or Friend
Deceased:	No	**If at home, Age of main caregiver:**	60
Individual resides in an Active Military Household:	No	**Facility Name:**	
Individual not interviewed:	No	**Date Admitted:**	
Inactive-Unable to Contact:	No	**Date Discharged:**	
Contact Attempted:		**Last Updated Date:**	04/02/2024
When does person want service(s):	IMMEDIATELY	**Last Updated By:**	SP_HY_INACTIVE null
		Annual Contact Mail Date:	

The **Questionnaire for Waiver Program Interest List** page is displayed. A full screenshot is not provided in this user guide due to the length of the page.

Click Update Questionnaire Information.

Questionnaire information

Update Questionnaire Information

Employee ID:	testcsil50@mailinator.com	**Completed By:**	testone testone
CSIL ID:	122448206	**CARE ID:**	12345
SSN:		**Medicaid #:**	
Gender:	Male		
Date Completed:	03/31/2024		
Relationship to Individual:	Self		
Name of Person Providing Information:	ABB TEST		
Mailing Address:	123 ADDRESS, CITY, 78621		
Physical Address:	123 ADDRESS, CITY, 78621		
	☑ **Same as Mailing Address**		

The **Update Questionnaire for Waiver Program Interest Lists** page is displayed. No screenshot is provided in this user guide due to the length of the page.

Review the information in each field and make the necessary changes.

A red asterisk (*) indicates a required field. However, LPDS requires the LIDDA to enter all the information from Form 8577, including the following as it pertains the person who is providing the information:

- Date Completed
- Relationship to Individual
- Name of Person Providing Information
- Mailing Address
- Physical Address
- Primary Telephone Number
- Does the individual have a Child Protective Services (CPS) or Adult Protective Services (APS) conservatorship?
- Declined to answer questionnaire – check this box ONLY if the person does not want to participate in the questionnaire.
- Comments - enter the reason the person declined (if applicable).

Unless the **Declined to answer questionnaire,** checkbox is selected, all questions within the questionnaire are required.

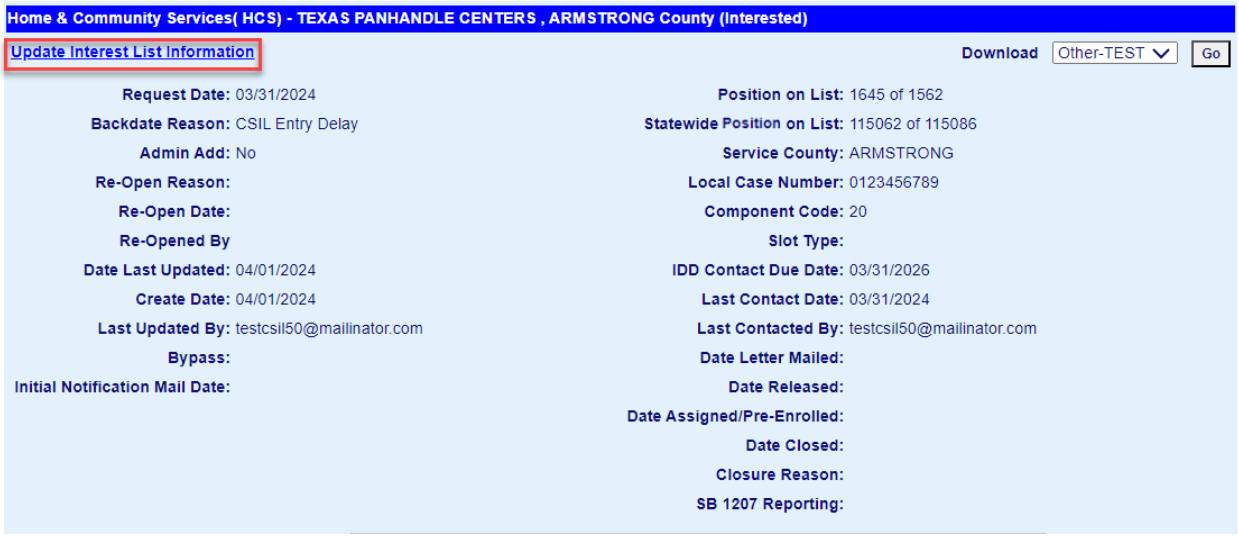
Click **Save**.

The **Individual Detail** page is displayed.

Updating Interest List

On the **Individual Detail** page, in the **Interest List Information** section, scroll to the desired interest list to view that program's interest record.

Click Update Interest List Information.



The **Update Interest List** page is displayed.

Update Interest List

Update , IL122446466 Interest List Information

Interest List Information: Home & Community Services (HCS) - Catchment

* Request Date:	02/05/2024
Admin Add:	
Backdate Reason:	
* Service County:	ARMSTRONG
* Status:	Interested
Bypass:	
Slot Type:	
* Local Case Number:	0123456789
Component Code:	20
Next Contact Due:	02/05/2026
Date Letter Mailed:	mm/dd/yyyy
Date Released:	mm/dd/yyyy
Date Assigned/Pre-Enrolled:	mm/dd/yyyy
Date Closed:	mm/dd/yyyy
Closure Reason:	

Program Comments History:

Program Comments:

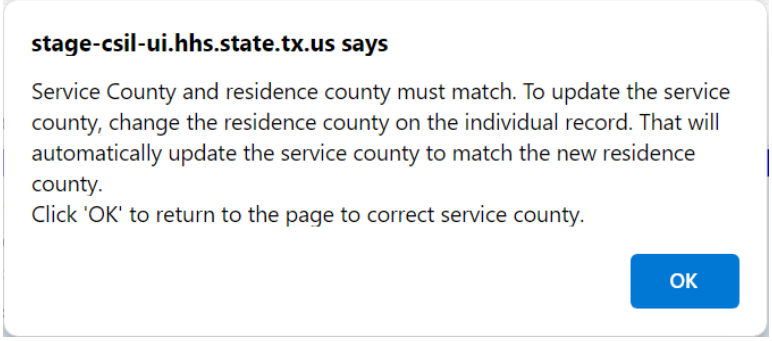
Save will not be complete until this button is pressed

The LIDDA is unable to update the **Request Date** from the Update Interest List page. The **Request Date** must match the signature date on Form 8648, Identification of Preferences. If the Request Date does not match the signature date on Form 8648, the LIDDA must submit Form 8571, Request to Change Interest List Information for Home and Community-based Services (HCS) or Texas Home Living (TxHmL).

For detailed information on this process, refer to Section 7900, Requesting Changes to a Person's HCS or TxHmL Interest List in the Local Intellectual and Developmental Disability Authority Handbook.

The fields enabled for editing are:

- Service County
  This field is prefilled with county of residence that was entered on the **Personal Information** page. If it is incorrect, follow the instructions in the Updating Individual Address section of this user guide. If the service county is changed to a county that does not match the residence county, a popup message is displayed.

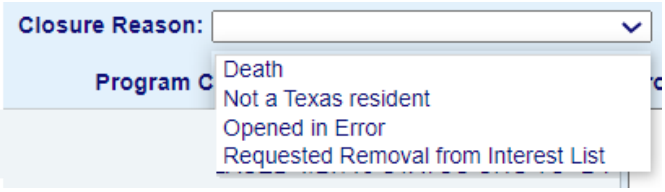


- Status
  This field defaults to **Interested**. The LIDDA must not change it if adding a new interest list record. When updating an existing interest list record, if the status needs to be changed, refer to Section 7000, HCS and TxHmL Interest Lists in the Local Intellectual and Developmental Disability Authority Handbook.

- Local Case Number
  This field is prefilled with the LCN previously entered. If it is incorrect, it can be changed here. However, it must match the LCN for the LIDDA that is assigned in the CARE system.

- Date Closed
  If the LIDDA changes the Status field to **Close**, this field is auto-populated with the current date.

- Closure Reason
  If the LIDDA changes the Status field to **Close**, this field is enabled and required. The LIDDA must select the applicable closure reason. Refer to Section 7000, HCS and TxHmL Interest Lists in the Local Intellectual and Developmental Disability Authority Handbook.



- Program Comments
  Each time the LIDDA changes a person's interest list record, the LIDDA must enter a comment to *clearly* describe the change and the reason for the change.

Click **Save**.

The **Individual Detail** page is displayed.

> **Tip**: If the person is on both the HCS and TxHmL interest lists, complete these steps for each program.

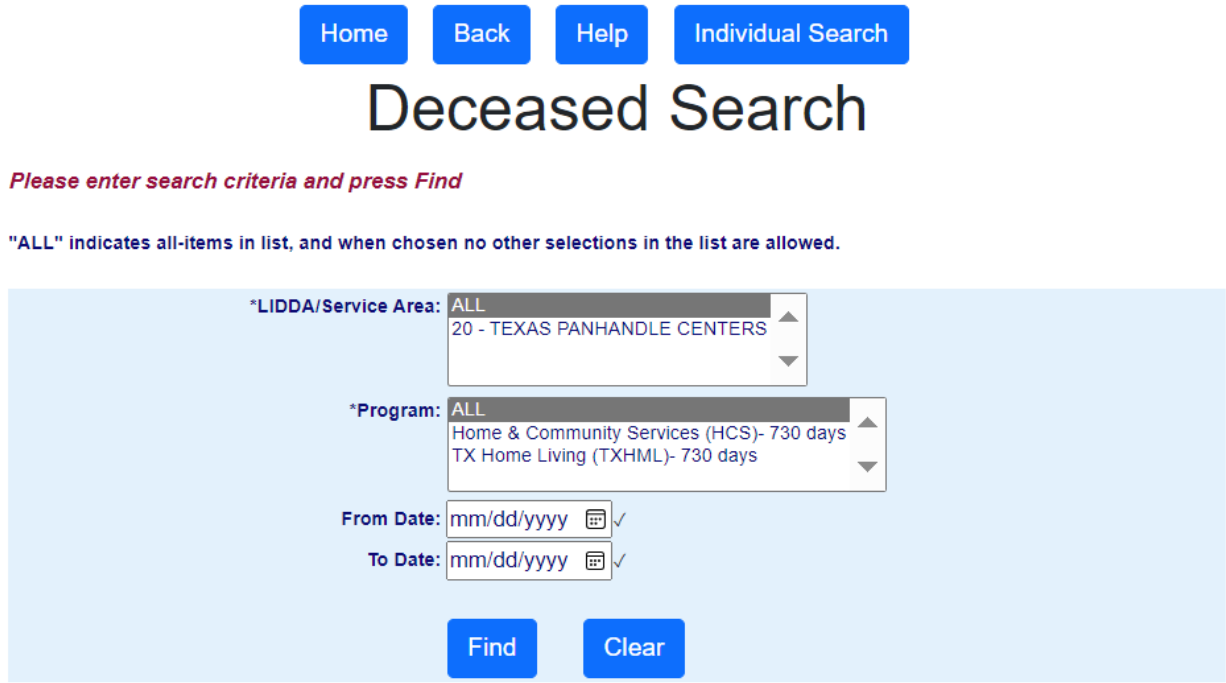
Deceased Report

The Social Security Administration (SSA) provides HHSC with a list of people who have been reported to the SSA as deceased. The LIDDA must review the report to determine whether the people listed are truly deceased and follow the steps in this section to close the HCS and TxHmL interest list records.

On the CSIL home page, click **Go** next to **Deceased Report**. LIDDA is the only option in the dropdown list.

The **Deceased Search** page is displayed.

The **From Date** and **To Date** search fields allow the LIDDA to search for records that received a deceased system notification within a specific time frame.



Click **Find**. The **Deceased Report** page is displayed.

The search results display the CSIL ID, CARE ID, Last Name, First Name, Medicaid ID, LIDDA, Program, Notification Date, and Deceased Date for all CSIL records in the LIDDAs catchment that has received a deceased notification.

Records are not removed from the report until the LIDDA confirmed the person is deceased and checked the Deceased checkbox on the person's CSIL record. LIDDAs

can go directly to the Individual Detail page to complete updates by clicking the hyperlink on the CSIL ID.

Home | Back | Help | Individual Search

Deceased Report

6 records found for the criteria: Program - ALL; LIDDA/Service Area - ALL

InterestList ID	Care ID	Last Name	First Name	Medicaid ID	LIDDA/Service Area	Program	Notification Date	Deceased Date
IL					20 - TEXAS PANHANDLE CENTERS	HCS	01/22/2023	10/21/2022
IL					20 - TEXAS PANHANDLE CENTERS	HCS	09/08/2022	05/30/2022
IL					20 - TEXAS PANHANDLE CENTERS	TxHmL	09/08/2022	05/30/2022
IL					20 - TEXAS PANHANDLE CENTERS	HCS	05/21/2022	02/24/2022
IL					20 - TEXAS PANHANDLE CENTERS	HCS	11/04/2016	08/04/2016
IL					20 - TEXAS PANHANDLE CENTERS	TxHmL	11/04/2016	08/04/2016

Download **will not be complete until this button is pressed**

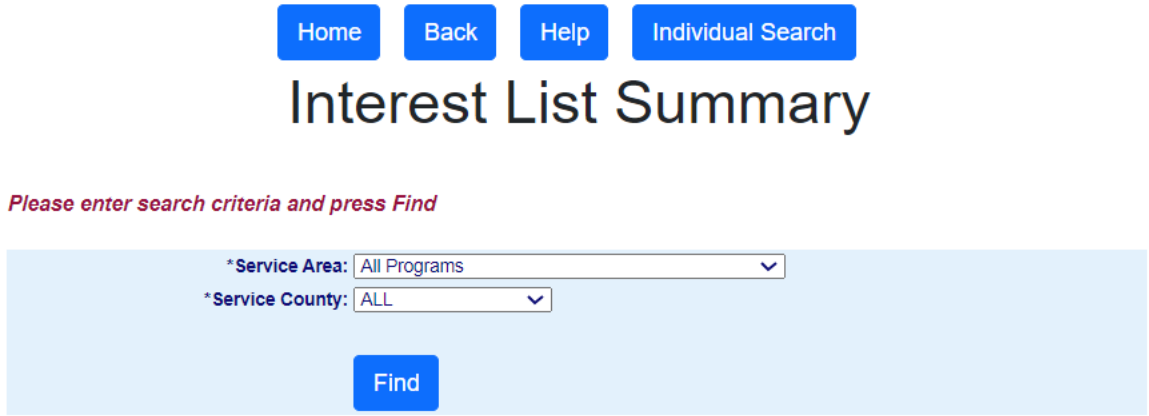
If the LIDDA confirms the person is deceased, the LIDDA must close the person's HCS and/or TxHmL interest list record(s) by checking "Check if deceased" on the person's **Update Individual** page. This action will automatically close all interest list records for the person with a closure reason of "Death" and remove them from the **Deceased Report**. Refer to Section 7700, Closing a Person's HCS or TxHmL Interest List in the LIDDA Handbook.

Individual resides in an Active Military Household: ☐
Check if deceased: ☑
Inactive-Unable to Contact: ☐ CONTACT ATTEMPTED: MM/DD/YYYY
IDD Contact Declined: ☐

> **Tip**: When working in the CSIL application, use the **Back** hyperlink at the top of the page to go to the previous page.

Interest List Summary

To download a program's interest list, on the CSIL home page, click **Interest Lists Summary**. The **Interest List Summary** page is displayed.



To download the statewide interest list, in the **Service Area** field, select **All Catchments,** and in the **Service County** field, select **ALL**.

> **Tip**: To narrow the results, filter the list by changing the selections in the **Service Area** and **Service County** dropdown lists.

Click **Find**.

Interest List Summary

*Service Area: All Catchments

*Service County: ALL

Find

Medicaid Waiver Programs	Interested	Inactive	Released	Pre-Enrolled
STAR + PLUS (STAR+)	4571	364	13916	3504
Community Living Assistance and Support Services (CLASS)	88799	72033	552	423
Home & Community Services (HCS)	114570	28741	1412	1004
TX Home Living (TXHML)	103576	26047	704	272
Subtotal - Waiver Programs (Unduplicated)	163805	31140	16556	5177

Title XX/State Funded Programs	Interested	Inactive	Released	Released
Subtotal - Title XX/State Funded Programs (Unduplicated)	0	0	0	0
Grand Total - All Programs (Unduplicated)	0	0	0	0
Grand Total - All Programs, All Statuses (Unduplicated)				0

Click on a specific program name to generate a list of people on the interest list for that program.

Click on the number in the **Interested** column for a specific program to generate a list of people whose interest list status is Interested. This list includes people whose biennial contact status is Active or Inactive.

Click on the number in the **Inactive** column for a specific program to generate a list of people whose interest list status Interested, and biennial contact status is Inactive.

Click on the number in the **Released** column for a specific program to generate a list of people whose interest list status is Release.

Click on the number in the **pre-enrolled** column for a specific program to generate a list of people whose interest list status is pre-enrolled.

The Interest List Summary Detail page is displayed.

Interest List Summary Detail

Individuals 1 to 160 of 160

Actions	Service Area	Program	Status	Interest List ID	CARE ID	Local Case Number	Slot Type	Local Position	Statewide Position	Date of Last Contact	Contact Status	Name	Medicaid #	Bypass	Date of Request	Service County	Phone #	Address City/State/Zip
view	440 - ANDERSON/CHEROKEE	TXHML	Interested					1 of 323	220 of 103974	02/25/2022	Active				07/10/2009	ANDERSON		
view	440 - ANDERSON/CHEROKEE	TXHML	Interested					9 of 323	1272 of 103974	03/11/2022	Active				09/03/2009	ANDERSON		
view	440 - ANDERSON/CHEROKEE	TXHML	Interested					10 of 323	1378 of 103974	06/23/2017	Inactive				09/10/2009	ANDERSON		
view	440 - ANDERSON/CHEROKEE	TXHML	Interested					11 of 323	1398 of 103974	02/25/2022	Active				09/11/2009	ANDERSON		
view	440 - ANDERSON/CHEROKEE	TXHML	Interested					15 of 323	3256 of 103974	05/30/2023	Active				12/11/2009	ANDERSON		

Click **View** next to a person's name to see the person's **Individual Interest List Detail** page or click **Download** to download a copy of the report.

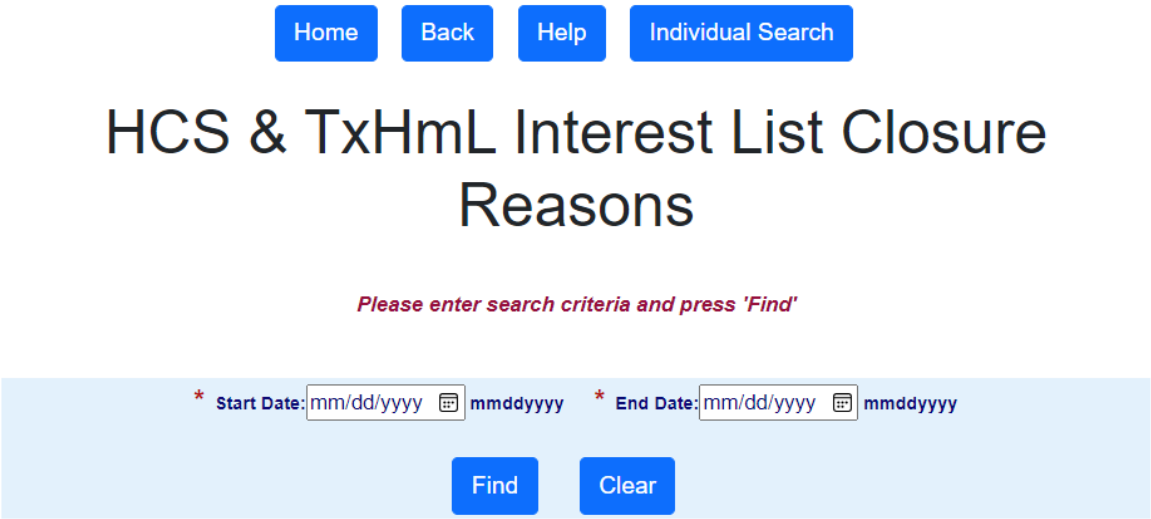
> **Tip**: When working in the CSIL application, use the **Back** hyperlink at the top of the page to go to the previous page.

HCS & TxHmL Closure Reasons

To view a list of closed interest list records for a specified date range, on the CSIL home page, click **HCS & TxHmL Closure Reasons**.

The HCS & TxHmL Interest List Closure Reasons page is displayed.

Enter the desired date range and click **Find**.



The HCS & TxHmL Interest List Closure Reasons Report is generated.

HCS & TxHmL Interest List Closure Reasons

As of 08/12/2024 15:21 -- HCS and TXHML data as of the end of the previous business day.

Please enter search criteria and press 'Find'

* Start Date: 07/22/2024 mmddyyyy * End Date: 07/29/2024 mmddyyyy

Find Clear

Individuals 10 found

Name	Medicaid Number	Care ID	Component Code	Service Area	Program	Local Case Number	Slot Type	Closed Date	Closure Reason
			440	ANDERSON/CHEROKEE	HCS			07/22/2024	Other
			440	ANDERSON/CHEROKEE	TxHmL			07/22/2024	Other
			440	ANDERSON/CHEROKEE	HCS			07/22/2024	Other
			440	ANDERSON/CHEROKEE	TxHmL			07/22/2024	Other
			440	ANDERSON/CHEROKEE	HCS			07/22/2024	Other
			440	ANDERSON/CHEROKEE	HCS			07/22/2024	Other
			300	DALLAS METROCARE SERVICES	HCS			07/24/2024	Needs met through SSLC
			410	LIFEPATH SYSTEMS	HCS			07/24/2024	Needs met through SSLC
			480	LAKES REGIONAL MHMR CENTER	HCS			07/24/2024	Other
			100	THE GULF COAST CENTER	HCS			07/26/2024	Death

Download will not be complete until this button is pressed

Click **Download** to download a copy of the report.

Missing Local Case Number Report

When HCS or TxHmL interest list records are transferred to a different LIDDA's catchment area, the previous LIDDAs LCN is automatically removed, and the interest list records are added to the **Missing Local Case Number Report**.

If the person has not previously been assigned a LCN by the LIDDA, the LIDDA must assign a LCN to the person in CARE using screen 410, *Add Case to ID/Demographic Update*.

To remove the person's interest list records from the **Missing Local Case Number Report**, the new LIDDA must enter the LCN in CSIL.

Click the **Missing Local Case Number Report** from the CSIL home page.

The LIDDAs **Missing Local Case Number Report** is displayed.

Missing Local Case Number Report

As Of Date: 2/8/2024 10:50 Grand Total: 17

Component Code: 20 - TEXAS PANHANDLE CENTERS

Actions	Program	Interest List ID	Care ID	Status	Last Update Date
Edit	HCS			Interested	10/04/2023
Edit	TXHML			Interested	10/04/2023
Edit	HCS			Interested	01/11/2023
Edit	HCS			Interested	01/11/2023
Edit	TXHML			Interested	02/27/2023
Edit	HCS			Interested	02/27/2023
Edit	HCS			Interested	01/24/2023
Edit	TXHML			Interested	01/24/2023
Edit	TXHML			Interested	01/24/2023
Edit	HCS			Interested	01/24/2023
Edit	HCS			Interested	04/14/2023
Edit	HCS			Release	05/14/2023
Edit	TXHML			Release	05/15/2023
Edit	HCS			Release	05/11/2023
Edit	TXHML			Release	07/21/2023
Edit	HCS			Interested	05/17/2023
Edit	HCS			Release	10/04/2023

Interest List People Reported: 17

Download All will not be complete until this button is pressed

Click **Edit** next to each record to display the **Update Interest List** page and enter the LCN.

The LIDDA must check this report on a regular basis to ensure compliance.

Biennial Contacts

The LIDDA can update demographic or contact information on the person's CSIL record at any time. It is not necessary to wait for the biennial contact due date to update the record. However, during each term of the LIDDA Performance Contract, the LIDDA is required to contact each person whose HCS or TxHmL interest list status is "Interested" and CARE Status is "Active."

For detailed information about the requirements for biennial contacts, refer to Section 7500, Biennial Contact in the Local Intellectual and Developmental Disability Authority Handbook.

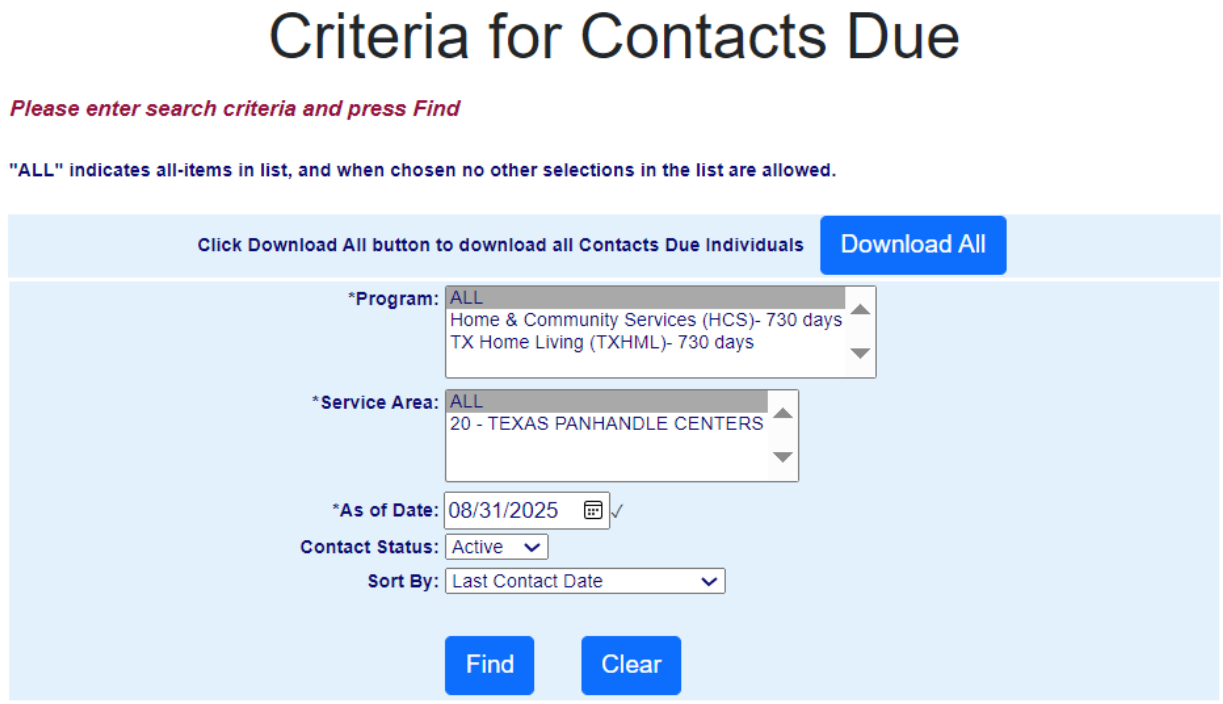
To assist LIDDAs with meeting biennial contact requirements, weekly, monthly, and quarterly reports are available on the CSIL home page. A Contacts Due For Program Type tool is also available.

Contacts Due for Program Type

The **Contacts Due for Program Type** tool is a live report, meaning it only displays records for people who have not yet been contacted for the current biennium and updates immediately after data entry is completed.

To display the list, click **Go** next to the **Contacts Due For Program Type** field.

The Criteria for Contacts Due page is displayed.



The **Contacts Due for Program Type** tool allows the LIDDA to filter criteria by **Program**, **Service Area, As of Date, Contact Status, and Sort By**. Although the tool provides various sorting options, best practice is to sort the list as follows:

- **Program**: This field defaults to **ALL**. Do not change it.
- **Service Area**: This field defaults to **ALL**. Do not change it.
- **As of Date**: This field defaults to the last day of the current month. *Change it to the last day of the biennium* to display records for people who have not yet been contacted for the current biennium. For example: 8/31/2025
- **Contact Status**: This field defaults to **Active**. Do not change it.

- **Sort By**: This field defaults to Last Contact Date. This is the recommended sorting criteria; however, the LIDDA may change this field to their preference.

> **Tip**: To download a copy of the full report, click **Download All** before clicking **Find**.

The Contacts Due As of MM/DD/YYYY page is displayed.

Actions	Interest List ID	Name	CARE ID	Contact Status	Household's Preferred Language	Program	Component Code	Service County	Local Case Number	Slot Type	Position On List	Date of Last Contact	Date Contact Due	Date of Request	Phone #	Address City/State/Zip
edit	IL121833748			Active		HCS	20 - TEXAS PANHANDLE CENTERS	RANDALL			71890 of 115086	03/20/2020	03/20/2022	05/31/2017		
edit	IL121833748			Active		TXHML	20 - TEXAS PANHANDLE CENTERS	RANDALL			60670 of 103939	03/20/2020	03/20/2022	05/31/2017		
edit	IL121834666			Active		HCS	20 - TEXAS PANHANDLE CENTERS	RANDALL			71975 of 115086	03/20/2020	03/20/2022	06/05/2017		
edit	IL121834666			Active		TXHML	20 - TEXAS PANHANDLE CENTERS	RANDALL			60759 of 103939	03/20/2020	03/20/2022	06/05/2017		
edit	IL121774566			Active		HCS	20 - TEXAS PANHANDLE CENTERS	POTTER			61465 of 115086	03/24/2020	03/24/2022	03/22/2016		
edit	IL121774566			Active		TXHML	20 - TEXAS PANHANDLE CENTERS	POTTER			50043 of 103939	03/24/2020	03/24/2022	03/22/2016		
edit	IL121548735			Active		HCS	20 - TEXAS PANHANDLE CENTERS	POTTER			24287 of 115086	03/25/2020	03/25/2022	03/11/2011		
edit	IL121548735			Active		TXHML	20 - TEXAS PANHANDLE CENTERS	POTTER			12850 of 103939	03/25/2020	03/25/2022	03/11/2011		
edit	IL121892413			Active		TXHML	20 - TEXAS PANHANDLE CENTERS	POTTER			70714 of 103939	04/01/2020	04/01/2022	08/03/2018		
edit	IL121432819			Active		HCS	20 - TEXAS PANHANDLE CENTERS	POTTER			81807 of 115086	04/02/2020	04/02/2022	08/08/2018		
edit	IL121432819			Active		TXHML	20 - TEXAS PANHANDLE CENTERS	POTTER			70803 of 103939	04/02/2020	04/02/2022	08/08/2018		

If an individual has both an HCS and TxHmL interest list record, both interest list records will be displayed. However, when the biennial contact is entered for one interest list record, both will be removed from the list.

Click the **hyperlink** on the CSIL ID next to a person's name to add biennial contact information.

The **Update Individual** page is displayed.

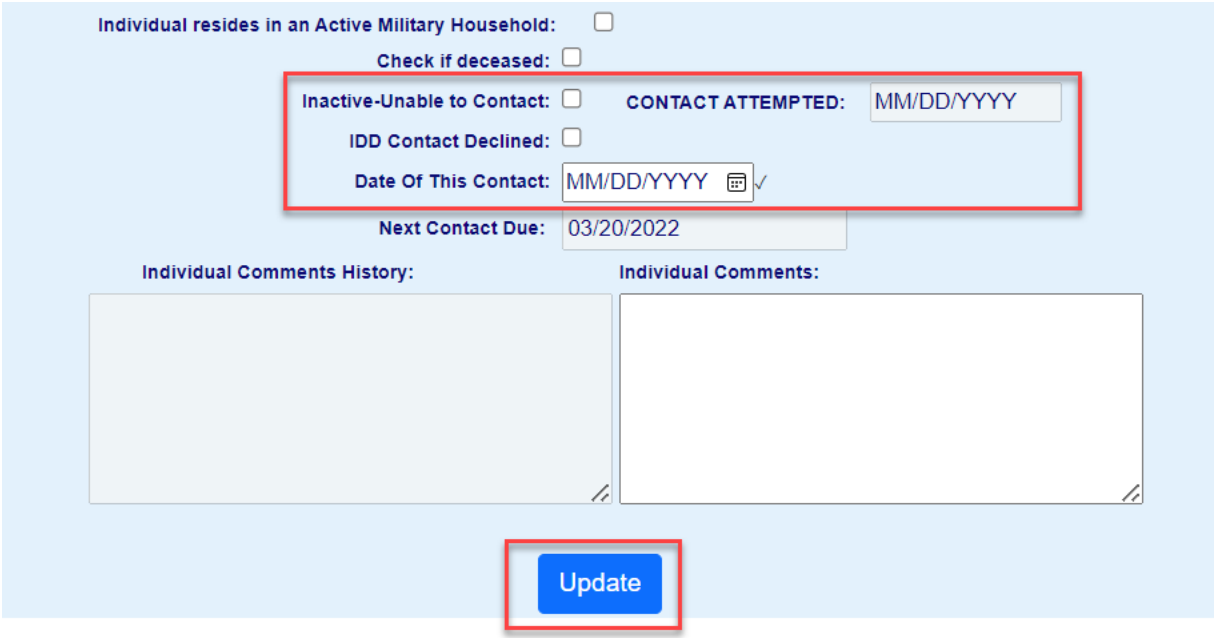
Review the information in each field and make necessary changes, if needed. To update the person's address, follow the steps in the Updating Individual Address section of this document.

Complete the following biennial contact fields:

- **Inactive-Unable to Contact**: if the LIDDA was unable to contact the person's primary correspondent to complete the biennial contact, check this box. This will enable the Contact Attempted field.

- **Contact Attempted**: enter the date the LIDDA mailed the unable to contact letter to the person's last known address.
- **IDD Contact Declined**: if the person is under the age of 22, resides in a facility, and declined future contact from the LIDDA, check this box. This option is only applicable if the person is under the age of 22 and resides in a facility.
- **Date Of This Contact**: if the LIDDA was able to contact the person's primary correspondent, enter the date the biennial contact was completed. Entering this date calculates the Next Contact Due field.

Click **Update**.



The **Personal Detail** page is displayed. From here, the LIDDA can view the questionnaire and make updates to the questionnaire if needed. Click **Back** at the top of the CSIL page to return to the **Contacts Due As Of MM/DD/YYYY** page to continue working through the **Contacts Due** list.

Home | Back | Help | Individual Search

Personal Detail

View All

Personal Information

Update Personal Information | View Individual Address History

Interest List ID:		Contact Status:	
CARE ID:		CARE Status:	Active
Name:		Phone Number:	
SSN:		Physical Address:	
Medicaid #:		City/State/Zip:	
Birth Date:		Mailing Address:	
Age:	21 Year(s) 5 Month(s)	City/State/Zip:	
Gender:	Male	Residence County:	
Ethnicity:	Other	Email Address:	
Household's Preferred Language:	English	Preferred HCS Living:	First Available: Host or HCS Group Home
Receiving SSI:	No	IDD Contact Declined:	No
Receiving Medicaid:	No	IDD Contact Due Date:	03/20/2022
Community Services Received:	None	Last Contact Date:	03/20/2020
Do you think a move out of the home will be required within 1 Yr:	No	Last Contacted By:	
Questionnaire:	Yes	Living Arrangement:	Family or Friend
Deceased:	No	If at home, Age of main caregiver:	50
Individual resides in an Active Military Household:	No	Facility Name:	
Individual not interviewed:	No	Date Admitted:	
Inactive-Unable to Contact:	No	Date Discharged:	
Contact Attempted:		Last Updated Date:	07/01/2024
When does person want service(s):	IMMEDIATELY	Last Updated By:	testcsil50@mailinator.com

As biennial contact information is entered, the records will be removed from the Contacts Due list.

> **Tip**: LIDDAs can use the HC027883 and HC027884 reports to monitor the LIDDA's progress in completing biennial contacts to meet the performance measure.

HC027883.W/M/Q - Interest List Biennial Contacts - Summary

This report provides the total number of contacts required for the biennium, the total number of contacts completed, the total number of contacts not yet completed, and the percentage completed. This is the report used to track the LIDDA's Biennial Contact performance measure.

To generate the most current information, select **Weekly** in the drop-down menu and click **Go**.

Select the desired date from the dropdown list and click **Find**. To view past versions of the report, change **Report Created Date**.

Year-to-Date Counts of Individuals on the Interest List
for Services Requiring Biennial Contact
(Report No: HC027883_W)

Please enter search criteria and press Find

Report Created Date: 04-Feb-2024 Find

As of Date: 02/04/2024 Total Records: 1

Component Code	Component Name	Total	Contact	No Contact	Percentage Contacted
020	TEXAS PANHANDLE CENTERS	1422	8	1414	0.56
Grand Total		1422	8	1414	0.56

Download *** INCLUDES HCS AND TXHML ONLY ***

Click **Download** to download a copy of the report.

This is a summary report. For detailed information, view the HC027884.W/M/Q–Interest List Biennial Contacts–Detail report.

HC027884.W/M/Q - Interest List Biennial Contacts - Detail

This report provides detailed information about each person requiring a contact during the biennium. This includes only people whose HCS or TxHmL interest list status is "Interested", CARE status is "Active" and who have not declined a biennial contact.

To generate the most current information, select **Weekly** in the drop-down menu and click **Go**.

Select the desired date from the dropdown list and click **Find**. To view past versions of the report, change **Report Created Date**.

The person's identifying information, contact information, contact status, program, interest list request date, interest list status, status date, and last contact date are

displayed. The far-right column shows whether the person has been **Contacted** or **Not Contacted.**

Year-To-Date Report of Individuals on the Interest List Requiring Biennial Contact
(Report No: HC027884_W)

Report Created Date: 04-Feb-2024
Service Area: 020-TEXAS PANHANDLE CENTERS
Find

As Of Date: 02/04/2024
Unique Individuals On Interest list: 1414 Individuals On HCS & TXHML Interest list: 1 to 2632 of 2632
Component Code: 020-TEXAS PANHANDLE CENTERS

Interest List ID	CARE ID	Name	Contact Status	Address City/State/Zip	Phone Number	Program	Request Date	Local Case Number	Status	Status Date	Last Contact Date	Biennial Status
			Active			HCS	08/25/2015		Interested	08/25/2015	05/21/2020	Not Contacted
						TXHML	08/25/2015		Interested	08/25/2015	05/21/2020	Not Contacted
			Active			HCS	07/31/2020		Interested	07/31/2020	11/30/2022	Not Contacted
						TXHML	07/31/2020		Interested	07/31/2020	11/30/2022	Not Contacted
			Active			HCS	03/03/2021		Interested	03/03/2021	11/10/2021	Not Contacted
						TXHML	03/03/2021		Interested	03/03/2021	11/10/2021	Not Contacted
			Active			HCS	10/09/2018		Interested	10/09/2018	11/29/2022	Not Contacted

Click **Download** to download a copy of the report.

This is a detailed report. For the summary, view the HC027883.W/M/Q - Interest List Biennial Contacts – Summary report.

> **Tip**: If the LIDDA marks "**Inactive-Unable to Contact**" during the biennial contact entry, the record is removed on the next report date.

HC029512.W – NF/ICF Residents Under 22 Not on the HCS Interest List

HHSC is required by state statute to add people to the HCS interest list who are under the age of 22 and residing in a nursing facility (NF) or intermediate care facility for individuals with an intellectual disability or related conditions (ICF/IID), including a state supported living center (SSLC). These people are automatically added to the HCS interest list through the HC029514 batch process.

This weekly report lists each person identified by HHSC as being under the age of 22 years and residing in an NF or ICF/IID who could not be added to the HCS

interest list automatically through the batch process due to an error. For example: no CARE ID.

On the CSIL home page, click the **HC029512.W – NF/ICF Residents under 22 and Not On The HCS Interest List.**

The report provides the number of people under the age of 22 and residing in an NF or ICF/IID who HHSC is required to add to the HCS interest list. For those people, the report also provides a breakdown as follows:

- The number who are already on the HCS interest list.
- The number who are not on the HCS interest list.
- The number who do not have a LCN for the LIDDA.
- The number automatically added to the HCS interest list by the batch process. For a list of these people, see the HC029514.W – NF/ICF Residents Under 22 and Automatically Added to the HCS Interest List report.

HC029512.W - NF/ICF Residents Under 22 and Not On The HCS Interest List

Report Created Date: 04-Feb-2024 Find

Component Code	CARE ID	Medicaid Number	CSIL ID	Name	Age	Residence County Code	Residence County	LIDDA LCN	Service Group	Date Admitted	Provider Contract
030					20	227	TRAVIS		6 ICF	12/29/2021	754504
051					21	015	BEXAR		6 ICF	12/05/2022	1025659
051					21	015	BEXAR		6 ICF	09/18/2021	1000288
130					20	031	CAMERON		6 ICF	04/26/2022	1016071
130					16	031	CAMERON		6 ICF	12/14/2020	1016071
130					20	031	CAMERON		6 ICF	04/01/2021	1016071
130					16	031	CAMERON		6 ICF	12/06/2021	1016071
150					19	152	LUBBOCK		6 ICF	05/31/2022	1000505
150					18	152	LUBBOCK		4 ICF	02/08/2022	710501
240					21	092	GREGG		6 ICF	08/01/2020	760802
250					14	239	WASHINGTON		4 ICF	07/20/2022	711001
280					20	101	HARRIS		4 ICF	04/06/2021	710501
480					20	129	KAUFMAN		4 ICF	01/05/2022	711201

212 Resident(s) with HCS Interest List Records required
187 Resident(s) with Interest List Records already on file
13 Resident(s) need to be added to Interest List
13 Resident(s) have no Local Case at LIDDA
0 Resident(s) currently being added from ICF/ID

Download

Click **Download** to download a copy of the report.

HC029514.W – NF/ICF Residents Under 22 and Automatically Added to the HCS Interest List

HHSC is required by state statute to add people who are under the age of 22 and residing in a NF or ICF/IID, including an SSLC, to the HCS interest list. These people are automatically added to the HCS interest list through the HC029514 batch process.

The weekly report lists each person identified by HHSC as being under the age of 22 and residing in an NF or ICF/IID who were automatically added to the HCS interest list.

On the CSIL home page, click the **HC029514.W – NF/ICF Residents Under 22 and Automatically Added To The HCS Interest List.**

The report provides the details about NF and ICF residents under the age of 22 who are required to be on the HCS interest list. The report also provides the following breakdown to assist LIDDAs in understanding the number of people automatically added to the HCS interest list through the HC029514 batch process.

The total number of people under the age of 22 residing in an ICF/IID.

- The number who are already enrolled in HCS.
  - The HC029514 batch process does not add these people as they are currently receiving HCS waiver program services.
- The number who are already on the HCS interest list.
  - The HC029514 batch process does not add these people as they currently have an "Interested" HCS interest list record.
- The number who need to be added to the HCS interest list.
  - This is the remainder of the people not in the previous two categories still requiring an HCS interest list.
- The number who do not have a LIDDA LCN.
  - The people who do not have an LCN and CARE ID cannot be added automatically through the HC029514 batch process and must be added

manually by the LIDDA once an LCN and CARE ID are created. These people will be listed on the HC029512 report.

- The number currently being added from an ICF/IID.
  - The people who were not enrolled in HCS or on the HCS interest list, and already have a CARE ID are automatically added to the HCS interest list through the HC029514 batch process. These are the people listed on the HC029514 report.

The total number of people under the age of 22 residing in a NF.

- The number who are already enrolled in HCS.
  - The HC029514 batch process does not add these people as they are currently receiving HCS waiver program services.
- The number who are already on the HCS interest list.
  - The HC029514 batch process does not add these people as they currently have an "Interested" HCS interest list record.
- The number who need to be added to the HCS interest list.
  - This is the remainder of the people not in the previous two categories still requiring an HCS interest list.
- The number who do not have a LIDDA LCN.
  - The people who do not have an LCN and CARE ID cannot be added automatically through the HC029514 batch process and must be added manually by the LIDDA once an LCN and CARE ID are created. These people will be listed on the HC029512 report.
- The number currently being added from a NF.
  - The people who were not enrolled in HCS or on the HCS interest list, and already have a CARE ID are automatically added to the HCS interest list through the HC029514 batch process. These are the people listed on the HC029514 report.

See the HC029512.W – NF/ICF Residents under 22 and Not On The HCS Interest List report for a list of people who could not be automatically added due to error. For example: no CARE ID.

HC029514.W - NF/ICF Residents Under 22 and Automatically Added To The HCS Interest List

Report Created Date: 04-Feb-2024 Find

Component Code	CARE ID	Medicaid Number	CSIL ID	Name	Age	Residence County Code	Residence County	LIDDA LCN	Service Group	Effective Date	Provider Contract
030					20	227	TRAVIS		6 ICF	12/29/2021	754504
051					21	015	BEXAR		6 ICF	12/05/2022	1025659
051					21	015	BEXAR		6 ICF	09/18/2021	1000288
130					20	031	CAMERON		6 ICF	04/26/2022	1016071
130					16	031	CAMERON		6 ICF	12/14/2020	1016071
130					20	031	CAMERON		6 ICF	04/01/2021	1016071
130					16	031	CAMERON		6 ICF	12/06/2021	1016071
150					19	152	LUBBOCK		6 ICF	05/31/2022	1000505
150					18	152	LUBBOCK		4 ICF	02/08/2022	710501
240					21	092	GREGG		6 ICF	08/01/2020	760802
250					14	239	WASHINGTON		4 ICF	07/20/2022	711001
280					20	101	HARRIS		4 ICF	04/06/2021	710501
480					20	129	KAUFMAN		4 ICF	01/05/2022	711201

212 NF/ICF Resident(s) Under 22
212 ICF Resident(s)
0 NF Resident(s)
207 NF/ICF Resident(s) with an existing CSIL Record
5 NF/ICF Resident(s) without an existing CSIL Record

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> People who could not be added automatically due to error, are added manually by HHSC's Information Technology (IT) Field Support staff using the facility admission date as the HCS interest list request date.

HC029534.W – HCS and TxHmL Releases Pending Over 60 Days

The weekly report lists each person whose slot release has been pending for more than 60 calendar days.

On the CSIL home page, click the HC029534.W – HCS and TxHmL Releases Pending Over 60 Days

Interest List Individuals in Released Status over 60 Days
(Report No: HC029534)

Please enter search criteria and press Find

Report Created Date: 04-Feb-2024 Find

Component Code: 20 TEXAS PANHANDLE CENTERS

Interest List ID	CARE ID	Name	Contact Status	Age	Address City/State/Zip	Phone Number	Program	Request Date	Local Case Number	Slot Type	Status	Status Date	Last Contact Date	County Code	County
			Inactive	32			HCS	04/13/2007		126	Release	09/13/2022	08/26/2021	059	DEAF SMITH
			Active	29			HCS	05/14/2007		126	Release	11/15/2022	09/27/2022	188	POTTER
			Active	24			HCS	05/21/2007		126	Release	11/15/2022	03/12/2022	188	POTTER
			Active	41			HCS	02/25/2014		116	Pre-enrolled	11/03/2022	07/11/2022	188	POTTER
			Active	35			HCS	03/16/2007		125	Pre-enrolled	08/05/2022	07/15/2020	188	POTTER
			Active	43			HCS	01/18/2007		125	Pre-enrolled	11/03/2022	03/09/2021	188	POTTER
			Active	38			HCS	02/21/2007		125	Pre-enrolled	12/28/2022	06/01/2021	090	GRAY
			Active	34			HCS	02/23/2007		125	Release	07/18/2022	11/16/2021	188	POTTER
			Active	35			HCS	03/14/2007		125	Pre-enrolled	12/01/2022	01/04/2021	188	POTTER

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HC063675.M – Years on Interest List (HCS and TxHmL)

The monthly report lists the total number of people waiting on the specific interest list based on a range of years.

On the CSIL home page, click the **HC063675.M – Years on Interest List (HCS and TxHmL).**

Change the **Report Created Date** to view past versions of the report. Select the desired date from the dropdown list and click **Find**.

Individuals on HCS or TxHmL Waiting List (Report No: HC063675)

Report Created Date: 01-Feb-2024 Find

Number of Individuals Waiting on HCS: 115041

Number of Years	Number of Individuals
0-1 years	801
1-2 years	7437
2-3 years	6395
3-4 years	6274
4-5 years	8443
5-6 years	8340
6-7 years	8339
7-8 years	8874
8-9 years	7754
9+ years	52384
Total	**115041**

Number of Individuals Waiting on TXHML: 103974

Number of Years	Number of Individuals
0-1 years	611
1-2 years	7326
2-3 years	6363
3-4 years	6317
4-5 years	8584
5-6 years	8493
6-7 years	8559
7-8 years	9035
8-9 years	7614
9+ years	41072
Total	**103974**

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HC027873.W – Interest List Summary by LIDDA Service Area

The weekly report lists the number of people on the HCS interest list by LIDDA service area. It displays the number of days and days on average for each county served by the specific LIDDA.

On the CSIL home page, click the **HC027873.W – Interest List Summary by LIDDA Service Area.**

Change the **Report Created Date** to view past versions of the report. Select the desired date from the dropdown list and click **Find**.

Individuals interested in HCS Waiver Services By LIDDA Service Area (Report No: HC027873)

Please enter search criteria and press 'Find'

Report Created Date: 04-Feb-2024 Find

Component Code: 010 BETTY HARDWICK CENTER

County Code	County	Number Of Individuals	Number Of Days	Days on Average
194	CALLAHAN	47	116842	2486
291	JONES	51	143720	2818
373	SHACKELFORD	5	15179	3036
379	STEPHENS	18	58140	3230
385	TAYLOR	1002	3052746	3047

Earliest Interest List Date: 08/23/2007 Days On List: 6009 Latest Interest List Date: 10/25/2023

Component Code: 020 TEXAS PANHANDLE CENTERS

County Code	County	Number Of Individuals	Number Of Days	Days on Average
170	ARMSTRONG	6	6324	1054
197	CARSON	24	74727	3114
208	COLLINGSWORTH	7	16803	2400
220	DALLAM	21	54239	2583
223	DEAF SMITH	72	226483	3146
229	DONLEY	7	19649	2807
254	GRAY	83	226809	2733
260	HALL	10	30364	3036
262	HANSFORD	10	37121	3712
267	HARTLEY	4	9934	2484
270	HEMPHILL	12	29164	2430
281	HUTCHINSON	92	239292	2601
312	LIPSCOMB	12	26679	2223

Click **Download** to download a copy of the report.

HC029682.W – People Preferring HCS Group Home Setting

The weekly report lists people on the HCS interest list who indicated HCS Group Home as their preferred living situation.

On the CSIL home page, click **HC029682.W – People Preferring HCS Group Home Setting.**

Change the **Report Created Date** to view past versions of the report. Select the desired date from the dropdown list and click **Find**.

People Preferring HCS Group Home Setting (Report No:HC029682)

Please enter search criteria and press 'Find'

Report Created Date: 01-Feb-2024

Find

Component Code: 10-BETTY HARDWICK CENTER

Interest List ID	CARE ID	Name	Contact Status	Age	Address City/State/Zip	Phone Number	Program	Request Date	Local Case Number	Status	Status Date	Last Contact Date	LIDDA Rank	County Code	County
			Active	24			HCS	08/06/2007		Release	12/09/2020	12/09/2020	2	221	TAYLOR
			Active	17			HCS	08/31/2007		Interested	08/26/2022	08/26/2022	6	221	TAYLOR
			Active	46			HCS	09/06/2007		Interested	01/19/2021	01/19/2021	7	30	CALLAHAN
			Active	43			HCS	11/06/2007		Interested	08/05/2022	08/05/2022	14	221	TAYLOR
			Active	56			HCS	03/03/2008		Interested	08/22/2022	08/22/2022	27	30	CALLAHAN
			Inactive	34			HCS	04/11/2008		Interested	04/17/2020	04/17/2020	33	30	CALLAHAN
			Active	57			HCS	05/06/2008		Interested	08/05/2022	08/05/2022	36	221	TAYLOR
			Active	64			HCS	10/09/2008		Interested	01/25/2021	01/25/2021	68	221	TAYLOR
			Active	37			HCS	11/10/2008		Interested	08/22/2022	08/22/2022	71	221	TAYLOR

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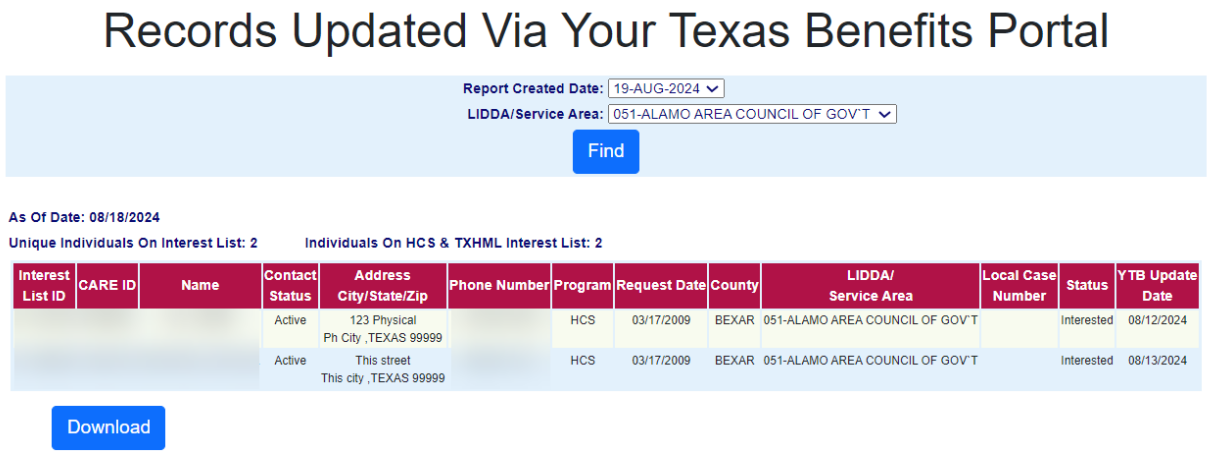
Records Updated Via Your Texas Benefits Portal

Your Texas Benefits (YTB) is a website for Texans to apply for help, join an interest list for certain Medicaid Waiver programs, or update a phone number and address on program interest lists. This report lists people on the HCS or TxHmL interest list that received an update to the questionnaire or contact information in CSIL through the YTB portal.

To generate the most current information, select **Weekly** in the drop-down menu next to **Records Updated Via Your Texas Benefits Portal** and click **Go.**

Change the **Report Created Date** to view past versions of the report. Select the desired date from the dropdown list and click **Find**.

The **YTB Update Date** column displays the date the interest list record received the update from YTB.



Interest List ID	CARE ID	Name	Contact Status	Address City/State/Zip	Phone Number	Program	Request Date	County	LIDDA/ Service Area	Local Case Number	Status	YTB Update Date
			Active	123 Physical Ph City ,TEXAS 99999		HCS	03/17/2009	BEXAR	051-ALAMO AREA COUNCIL OF GOV'T		Interested	08/12/2024
			Active	This street This city ,TEXAS 99999		HCS	03/17/2009	BEXAR	051-ALAMO AREA COUNCIL OF GOV'T		Interested	08/13/2024

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Disclaimer

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