

Home and Community-based Services (HCS) and Texas Home Living (TxHmL) Dual Enrollment Waiver Reference Guide

Service Group (SG)	Program Type	Research Systems to Verify Dual Enrollment	Dis-enroll from current waiver prior to HCS/TxHmL service begin date	Dis-enroll from current waiver on last day of month and HCS/TxHmL IPC begin date MUST be the 1st day of month following current waiver's end date	Data entry of HCS/TxHmL forms MUST be submitted in the Long-Term Care (LTC) Online Portal by the 20th day of the month prior to HCS/TxHmL service begin date	Additional Information
19	STAR+PLUS Home and Community Based Services (HCBS) waiver, also referred to as STAR+PLUS Waiver (SPW)	Service Authorization System Online (SASO) and Medicaid Client Portal (MCP). In addition, LIDDA must notify IDD Program Eligibility and Support (IDD PES) at enrollmenttransferdischargeinfo@hhs.texas.gov and use "Waiver to Waiver Enrollment" in the subject line to verify and/or notify IDD PES of the dis-enrollment.	Yes	Yes	HCS or TxHmL Pre-enrollment form 8578 Intellectual Disability Related Condition Assessment (IDRC) purpose code 2 3608 HCS Individual Plan of Care (IPC) or 8528 TxHmL initial/enrollment IPC	LIDDA must coordinate dis-enrollment of current waiver with current waiver case manager prior to HCS or TxHmL LTC Online Portal IPC data entry.
NA (SG 18 no longer active in SASO)	Medically Dependent Children Program (MDCP) Note: Applicable for individuals 20 years of age and under.	Long-Term Care (LTC) Online Portal and Medicaid Client Portal (MCP). In addition, LIDDA must notify IDD Program Eligibility and Support (IDD PES) at enrollmenttransferdischargeinfo@hhs.texas.gov and use "Waiver to Waiver Enrollment" in the subject line to verify and/or notify IDD PES of the dis-enrollment.	Yes	Yes	HCS or TxHmL Pre-enrollment form 8578 Intellectual Disability Related Condition Assessment (IDRC) purpose code 2 3608 HCS Individual Plan of Care (IPC) or 8528 TxHmL initial/enrollment IPC	LIDDA must coordinate dis-enrollment of current waiver with current waiver case manager prior to HCS or TxHmL LTC Online Portal IPC data entry.
2	Community Living Assistance and Support Services (CLASS)	Service Authorization System Online (SASO) and Medicaid Client Portal (MCP). In addition, LIDDA must notify the CLASS Message Line at 512-438-2484 to verify and/or notify CLASS of the dis-enrollment. Voice mail must include the name and Medicaid number of the individual dis-enrolling from CLASS.	Yes	Recommended if possible, but not required.	Recommended if possible, but not required.	LIDDA must coordinate dis-enrollment of current waiver with current waiver case manager prior to HCS or TxHmL LTC Online Portal IPC data entry.
16	Deaf Blind Multiple Disabilities (DBMD)	Service Authorization System Online (SASO) and Medicaid Client Portal (MCP). If additional confirmation is needed, email IDD Utilization Review (UR) at disur@hhs.texas.gov and use "Waiver to Waiver Enrollment" in the subject line.	Yes	No	Recommended if possible, but not required.	LIDDA must coordinate dis-enrollment of current waiver with current waiver case manager prior to HCS or TxHmL LTC Online Portal IPC data entry.
NA	Youth Empowerment Services (YES) Note: Applicable for individuals 3 through 18 years old and in need of receiving Mental Health services due to serious mental, emotional and behavioral difficulties.	Contact HHSC Behavioral Health staff at YESWaiver@hhs.texas.gov .	Yes	Recommended if possible, but not required.	Recommended if possible, but not required.	LIDDA must coordinate dis-enrollment of current waiver with current waiver case manager prior to HCS or TxHmL LTC Online Portal IPC data entry.
22	Texas Home Living (TxHmL)	Service Authorization System Online (SASO) and Medicaid Client Portal (MCP).	Yes	No	Recommended if possible, but not required.	If a person uses the provider services delivery option (SDO) for any service/services, the program provider is required to enter Form 3616, Request for Termination of Program Services on the Long-Term Care (LTC) Online Portal. Then, the form goes to the LIDDA review and acknowledgement process. After the LIDDA has acknowledged the form and attached the supporting documentation, HHSC can begin processing the termination. If the person uses the consumer-directed services (CDS) option for ALL services, the LIDDA is required to enter the form and attach all supporting documentation. The LIDDA review process is bypassed and HHSC can begin processing the termination. The termination process is complete, when the status of Form 3616 shows "DADS Process/Complete" or "PCS Process/Complete." If a person is enrolled in the TxHmL waiver program and chooses to end TxHmL services to enroll into the HCS waiver program, the TxHmL termination must be in a processed/complete status before the LIDDA can enter a pre-enrollment form for the HCS enrollment process to begin.
21	Home and Community-based Services (HCS)	Service Authorization System Online (SASO) and Medicaid Client Portal (MCP).	Yes	No	Recommended if possible, but not required.	LIDDA must coordinate dis-enrollment of current waiver with current waiver case manager prior to HCS LTC Online Portal IPC data entry.

[LIDDA Handbook, Sections 13222, 13222.1, and 13322](#)

[LIDDA Handbook, Sections 15100 and 15200](#)

[Appendix I Mutually Exclusive Services](#)

Contact designated HCS or TxHmL Local Procedure Development and Support (LPDS) slot monitor for enrollment guidance

Contact IDD Program Eligibility and Support (IDD PES) for assistance with IDRCs and IPCs at enrollmenttransferdischargeinfo@hhs.state.tx.us

Contact IDD Utilization Review (UR) at desk@LIDDA@hhs.texas.gov

Contact CLASS message line 512-438-2484

Service Authorization System Online (SASO) instructions:

- In the "Client ID" field, enter the person's Medicaid number, or enter their Social Security number in the "SSN" field.
- Verify the search results are for the correct person.
- Click on the hyperlink for the person's Medicaid number.
- Scroll down on the left navigation list to "Program and Service" and click on "Enrollment."
- In the search results, look at the columns labeled "Service Group," "Begin Date" and "End Date."
- If a service group code is indicated with a begin date but no end date, the person is receiving services for that service group.

Medicaid Client Portal (MCP) instructions:

- Log in to your Texas Medicaid and Healthcare Partnership (TMHP) provider account on the TMHP website.
- Click Medicaid Client Portal for Providers.
- Search for the individual and confirm it is the correct person. Please note: "Patient Control Number" is the Medicaid Number.
- Click on "Medicaid Benefits," then use the Eligibility Verification function to search for eligibility details by entering the month and year.
- In the search results, look for Type of Assistance (TOA). This shows specific eligibility types.
- If the "TOA Group" is "LTC (Waiver)," then the person is receiving services for that LTC waiver group.
- If the person receives other Medicaid Services, the LIDDA uses [Appendix I](#), Mutually Exclusive Services, to determine if the services being received are mutually exclusive to enrollment in HCS or TxHmL.

Long-Term Care (LTC) Online Portal Medically Dependent Children Program (MDCP) instructions:

- MDCP enrollments will be flagged in the LTC Online Portal when an ID/RC Purpose Code 2 or IPC Enrollment is submitted. This flag is in the history section as the following message: "Individual has an open/active eligibility or enrollment record for the MDCP program."

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