

# **Attendant Compensation Rate Enhancement Enrollment Contract Amendment Instructions for the Open Enrollment Period for State Fiscal Year 2025**

## **Open Enrollment Period: July 1–31, 2024**

In response to direction from the 2024-25 General Appropriations Act, House Bill 1, 88th Legislature, Regular Session, 2023 (Article II, Rider 30(a)), Health and Human Services Commission (HHSC) Provider Finance Department (PFD) adopted rules at Title 1, Texas Administrative Code (TAC) Section 355.112 for providers of programs for persons with intellectual or developmental disabilities (IDD). These rules establish procedures to obtain additional funds for increased attendant wages, benefits or insurance, and mileage reimbursement. According to these rules, IDD program providers who participate in the Attendant Compensation Rate Enhancement Program and receive additional funds must comply with enhanced spending requirements. The attendant compensation rate component will remain constant for providers who choose not to participate in the Rate Enhancement Program, except for adjustments necessitated by increases in the federal minimum wage, legislative appropriations, or both. Participation in the Rate Enhancement Program is optional.

For state fiscal year 2025, enrollment will be open until July 31, 2024, per 1 TAC Sections 355.112 and 355.308.

## **GENERAL ENROLLMENT INFORMATION/INSTRUCTIONS**

### ***Changes to the HHSC Open Enrollment Portal for Username and Password***

A username and password are required to log into the HHSC Open Enrollment Portal. Login instructions are posted on our [HHSC PFD website](#). Click on your program under the [2025 Rate Enhancement – Attendant Compensation webpage](#).

All providers contracted to HHSC for eligible services received an Enrollment Notification. Notifications are available on the PFD website referenced above.

The 2025 Rate Enhancement webpage is an important tool. All Open Enrollment forms, worksheets, and instructions can be accessed from the [Provider Finance Department webpage](#) using the following instructions:

1. Click on the program from the list of services in the left margin.
2. Scroll to the heading "Rate Enhancement – Attendant Compensation."
3. Click on the link "View 2025 Rate Enhancement – Attendant Compensation Information."

All instructions are on the [2025 Rate Enhancement Attendant Compensation Information website](#).

- All materials to request enrollment status changes are **due to HHSC PFD by July 31, 2024, at 5:00 p.m. (CDT)**. *No faxes, mail, or emails will be accepted.*
- **Level 25 is the highest enhancement level that any contract may request.**
- Levels are awarded within available funds. Therefore, a provider may not be awarded the requested level due to limited enhancement program funding.

According to 1 TAC Section 355.112, no provider will be enrolled in the Attendant Compensation Rate Enhancement Program at a level higher than it achieved on its most recently available audited report functioning as an Attendant Compensation Report.

## **TRAINING**

PFD has created an open enrollment video to explain the Attendant Compensation Rate Enhancement Program requirements, which can be found on the [PFD website](#). From this website, select the appropriate program and scroll down to the heading "Rate Enhancement – Attendant Compensation." Click on "View 2025 Rate Enhancement" and then "Open Enrollment Video" to access the Video.

## **ENROLLMENT CONTRACT AMENDMENT**

The open enrollment for payment rates, effective September 1, 2024, begins July 1, 2024, and ends July 31, 2024. To enroll, contracted providers must properly

complete the Enrollment Contract Amendment (ECA) online on the [HHSC Open Enrollment Portal](#).

Any provider who has not submitted their properly completed ECA to HHSC PFD by 5:00 p.m.(CDT) on July 31, 2024, will continue at the level of participation in effect during the open enrollment period, within available funds. This continued enrollment provision is called "roll-over" enrollment. If unsure of the current level of participation, that information is available on [2024 Enrollment Levels Awarded webpage](#).

A properly completed ECA must:

1. Have a checkmark in either the "Yes, this facility chooses to enroll" or the "No, this facility chooses not to enroll" box.
2. Verify the fiscal year-end for the entity. If incorrect, please [email the HHSC PFD Help Desk](#) to have the information verified and corrected.
3. Use the correct component code for the provider.

In addition, providers checking the "Yes" box must indicate their chosen level number from 1 to 25 in the "Level" box. Please note that Level 0 is not an option.

**HHSC PFD must receive the ECA submitted through the HHSC Open Enrollment Portal by July 31, 2024, at 5:00 p.m. (CDT). HHSC PFD will not accept requests after this deadline.**

## **ENROLLMENT WORKSHEETS AND INSTRUCTIONS**

Enrollment Worksheets and Instructions can help determine the appropriate level of enrollment. These resources are available on our [2025 Rate Enhancement Attendant Compensation webpage](#) for the program. Locate and open the "Enrollment Worksheets" and "Enrollment Worksheets Instructions" elements on the Rate Enhancement webpage.

## **AWARDED LEVELS**

After September 15, 2024, HHSC PFD will post a list of contracted providers and their enrollment statuses (i.e., participant and associated level, or non-participant) on the 2025 Attendant Compensation Rate Enhancement website for all programs. The associate level rate add-on will be effective September 1, 2024.

This "Participation Status – Levels Awarded" list located on the 2025 Rate Enhancement webpage for the program will be the only notification of enrollment status provided by HHSC.

Please contact the HHSC Provider Finance, Long-term Services & Supports (LTSS) Center for Information and Training at [PF-D-LTSS@hhs.texas.gov](mailto:PF-D-LTSS@hhs.texas.gov) or (737) 867-7817 if you have questions.