

## **Enrollment Contract Amendment Instructions for the Open Enrollment Period for Fiscal Year 2020 Attendant Compensation Rate Enhancement (July 1, 2019 to July 31, 2019)**

In response to direction from the 76<sup>th</sup> Texas Legislature, the Health and Human Services Commission (HHSC) Rate Analysis adopted rules at Title 1, Texas Administrative Code (TAC) §355.112 to establish procedures for community care providers contracted to the Health and Human Services Commission (HHSC) to obtain additional funds for increased attendant wages, benefits/insurance, and mileage reimbursement. As per these rules, community care providers who choose to participate in the attendant compensation rate enhancement and receive additional funds must demonstrate compliance with enhanced spending requirements. For providers who choose not to participate in the enhancement program, the attendant compensation rate component will remain constant over time, except for adjustments necessitated by increases in the federal minimum wage.

### **GENERAL ENROLLMENT INSTRUCTIONS**

All providers contracted to HHSC for eligible services received an Enrollment Notification or an Enrollment Limitation Notification. Both notifications are available on this website listed below for your reference:

<https://rad.hhs.texas.gov/long-term-services-supports>

**This website is an important tool during Open Enrollment.** All forms, worksheets and instructions are accessed from the website by clicking on your program from the list of services in the left margin. Next, scroll to the heading "Rate Enhancement – Attendant Compensation." Click on the link "View 2020 Rate Enhancement – Attendant Compensation information." All instructions below regarding the location of specific materials for Open Enrollment begins with the assumption that you are on this page for your program (hereafter referred to as "Rate Enhancement webpage for your program").

- The deadline for all materials to request changes in enrollment status are due to be received by HHSC Rate Analysis **by July 31, 2019, at 5:00 p.m.** Neither faxes nor e-mails will be accepted.
- **The highest enhancement level that any contract may request is Level 35.**

- Levels are awarded within available funds, and it is possible that a provider will not be awarded the level it requests due to limited funding for the enhancement program.

According to 1 TAC §355.112(u), no provider will be enrolled in the attendant compensation rate enhancement at a level higher than it achieved on its most recently available, audited report functioning as an Attendant Compensation Report. As a result, all providers who received notification of recoupment on the 2017 Cost Report, 2017 Accountability Report, or 2018 Accountability Report will have their level of participation limited to the level achieved on the most recently audited report. Affected providers will receive a notice of limitation.

## **TRAINING**

In order to assist you in understanding the requirements of the Attendant Compensation Rate Enhancement, a training webinar has been scheduled for July 8, 2019 from 1:00 p.m. to 2:30 p.m. The training will be approximately one and one-half hour long and will cover the following:

- Proper completion of the Enrollment Worksheets;
- Proper completion of the Enrollment Contract Amendment;
- Enrollment Limitations; and
- "Roll-over" enrollment.

Registration is required to participate in the webinar; no classroom-based training will be held. Training is optional for enrollment; however, participation in the webinar is highly recommended. Detailed information is available on our Rate Enhancement webpage for your program.

Once you enter the program section of the website, scroll down to the heading "Training Information" and click on "View Rate Enhancement Enrollment Training Information". Under this heading you will be able to:

- View the Training Materials;
- View the Training Schedule;
- View the Training Webinar Presentation; and
- Register for the Enrollment Webinar Training.

## **ENROLLMENT CONTRACT AMENDMENT (ECA)**

The open enrollment for payment rates effective September 1, 2019, begins July 1, 2019, and ends July 31, 2019. To enroll, contracted providers must properly complete the ECA online at the below address.

<http://registration.hhsc.state.tx.us/rfr/RFRLogin.aspx>

Any provider whose properly completed ECA is not received by HHSC Rate Analysis by 5:00 p.m. on July 31, 2019, will continue at the Level of Participation in effect during the open enrollment period, within available funds (unless the provider was subject to an Enrollment Limitation as described above). This continued enrollment provision is called "roll-over" enrollment. If you are unsure of your current Level of Participation, you may look it up on our website.

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, call the Rate Analysis Help Desk at (512) 438-2680 to have the information verified and corrected;
3. Reflect the correct 9-digit contract number for the provider.

In addition, providers checking the "Yes" box must indicate their chosen Level number from 1 to 35 in the "Level" box. Please note that Level 0 is not an option.

**HHSC Rate Analysis must receive the ECA submitted through the HHSC RAD website no later than 5:00 p.m. on July 31, 2019.**

Requests that are not received by this deadline will not be accepted.

If you have questions concerning the ECA or Open Enrollment, you may contact the Rate Analysis Department, Long Term Services and Supports Customer Information Center at (512) 424-6637 or [rad-ltss@hhsc.state.tx.us](mailto:rad-ltss@hhsc.state.tx.us).

### **ENROLLMENT WORKSHEETS AND INSTRUCTIONS**

Enrollment Worksheets and Instructions may help you determine the appropriate level of enrollment for your current spending levels. These resources are available on our Rate Enhancement webpage for your program. Locate and open the "Enrollment Worksheets" and "Enrollment Worksheets Instructions" elements on the Rate Enhancement webpage. If

you have difficulty in accessing the information from the website, please refer to the contact information at the end of this letter.

**AWARDED LEVELS**

After September 16, 2019, HHSC Rate Analysis will post a list of contracted providers on its Attendant Compensation Rate Enhancement website for all Community Care programs and their enrollment status (i.e., participant and associated level or nonparticipant) to be effective September 1, 2019. This "Participation Status – Levels Awarded" list on the Rate Enhancement webpage for your program will be the only notification of enrollment status provided by HHSC.