

**FREE
WORKSHOPS!
DETAILS
INSIDE.**

Important changes are coming!

Find out how
the Single Service
Authorization System
(SSAS) project will
affect you!

2013 LONG TERM CARE PROVIDER WORKSHOPS *for*

HCS/TXHML PROGRAM PROVIDERS
AND LOCAL AUTHORITIES

HOME AND COMMUNITY-BASED SERVICES (HCS)
AND TEXAS HOME LIVING (TXHML)

LOCAL AUTHORITIES ASSOCIATED
WITH INDIVIDUALS IN HCS
OR TXHML PROGRAMS

Presented by:



TEXAS MEDICAID & HEALTHCARE PARTNERSHIP
A STATE MEDICAID CONTRACTOR

WORKSHOP OVERVIEW

The **free** LTC Workshop for Home and Community-based Services (HCS) and Texas Home Living (TxHmL) Program Providers presents information to help LTC HCS/TxHmL providers and Local Authorities submit forms and assessments accurately and efficiently on the LTC Online Portal. After attending the workshop, attendees should be able to:

- Navigate and perform basic LTC Online Portal functions.
- Identify the forms and assessments available for providers on the LTC Online Portal.
- Submit 3615 Requests to Continue Suspended Services and 3616 Requests for Termination of Services on the LTC Online Portal.
- Submit 8578 ID/RC assessments.
- Submit initial, renewal or revision, and transfer Individual Plans of Care (IPCs), Individual Movement Forms for client assignments, and Provider Location Update forms on the LTC Online Portal.
- Take the necessary steps to correct forms and assessments that do not successfully process.
- Locate resource material and policy/procedural updates.

NOTE: Visit the TMHP website at www.tmhp.com for LTC TexMedConnect workshops offered via computer-based training (CBT).

WORKSHOP SCHEDULE

Sign in begins 30 minutes prior to workshop times indicated.

Tues. Aug. 6 Austin	8:00 a.m. - 12:00 p.m. or 1:00 p.m. - 5:00 p.m. Norris Conference Center Austin Pecan Room 2525 W. Anderson Ln., Austin, TX 78757
Thurs. Aug. 8 San Antonio	8:00 a.m. - 12:00 p.m. or 1:00 p.m. - 5:00 p.m. Norris Conference Center Balcones Heights Cypress Room 4522 Fredericksburg Rd., San Antonio, TX 78201
Tues. Aug. 13 Tyler	8:00 a.m. - 12:00 p.m. Holiday Inn Select Tyler Constellation 1 and 2 5701 S. Broadway, Tyler, TX 75703
Thurs. Aug. 15 Dallas	8:00 a.m. - 12:00 p.m. or 1:00 p.m. - 5:00 p.m. Wyndham Hotel Love Field Business Class 1 3300 W. Mockingbird Ln., Dallas, TX 75235
Tues. Aug. 20 Houston	8:00 a.m. - 12:00 p.m. or 1:00 p.m. - 5:00 p.m. Norris Conference Center Westchase Sage Room 9990 Richmond Ave., Houston, TX 77042
Wed. Aug. 21 Houston	8:00 a.m. - 12:00 p.m. Norris Conference Center Westchase Sage Room 9990 Richmond Ave., Houston, TX 77042
Fri. Aug. 23 Weslaco	8:00 a.m. - 12:00 p.m. South Texas College Weslaco Lecture Hall G191 400 N. Border, Weslaco, TX 78596
Tues. Aug. 27 Austin	8:00 a.m. - 12:00 p.m. Norris Conference Center Austin Pecan Room 2525 W. Anderson Ln., Austin, TX 78757

ADDITIONAL INFORMATION

WHO SHOULD ATTEND?

- ✓ Home and Community-based Services (HCS) Providers.
- ✓ Texas Home Living (TxHmL) Providers.
- ✓ Local Authorities associated with individuals in HCS or TxHmL programs.
- ✓ Consumer Directed Service Agencies (CDSA) associated with individuals in HCS or TxHmL programs.

PRIOR TO ATTENDING

Review the LTC Online Portal Basics section of the *LTC Nursing Facilities/Hospice User Guide*. This will provide a basic introduction to the LTC Online Portal.

To view the *LTC Nursing Facilities/Hospice User Guide*, follow the steps below:

1. Using your Internet browser, visit www.tmhp.com.
2. Click [Providers](#) at the top of the window.
3. Click [Provider Education](#) on the left navigation bar.
4. Click [Workshop Materials](#) on the left navigation bar.
5. Click [2012 Long Term Care Nursing Facility/Hospice Workshop User Guide and Addendum](#).
6. Review the LTC Online Portal and LTC Online Portal Basics sections of the User Guide.

WORKSHOP REGISTRATION

TMHP is offering free 2013 LTC provider training workshops in various cities across the state. For more information, go to the Workshop Registration page of www.tmhp.com. Click [Providers](#) at the top of the web page, then click [Provider Education](#) on the left navigation bar, and then click [Workshop Registration](#) on the left navigation bar.

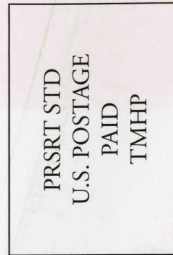
From this Registration page, you may:

- **Register for a Workshop:** Sign in and register for your preferred workshop. Locations are subject to change; refer to the website often for the most current information.
Note: As part of the workshop registration process, first-time users must set up an account by entering a User ID and Password, and clicking the [Register](#) button. Complete the fields in the Workshop Registration form and click [Submit](#).
- **Download the Workshop Registration form:** If you have problems registering for a workshop online, you can download the Workshop Registration form at [www.tmhp.com/TMHP File Library/Workshops/WorkshopRegistrationForm.pdf](http://www.tmhp.com/TMHP_File_Library/Workshops/WorkshopRegistrationForm.pdf). Complete and fax the registration form to **1-512-506-7002**. Long distance charges will apply.
- **Check Seat Availability:** From the [Workshop Registration](#) page, click the name of the workshop to check seating availability. Register at least 10 days before your preferred workshop date.

Note: Individuals with special needs who require auxiliary aids or services should call TMHP at **1-512-506-7810** for assistance with these arrangements.

QUESTIONS?

For more information about any of these workshops, visit the TMHP website at www.tmhp.com/Pages/Education/Ed_Reg.aspx or call the LTC Call Center/Help Desk at **1-800-727-5436**, Option 1.



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