

	<p align="center"><b>Community First Choice Plan Procedure</b></p>	
<p align="center"><b>Procedure #</b> 5265</p>	<p align="center"><b>Categories</b> Administration / Non-Clinical →STAR Kids, TCHP Care Coordination</p>	<p align="center"><b>This Procedure Applies To:</b> Texas Children's Health Plan</p>
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**PROCEDURE STATEMENT:** Texas Children’s Health Plan (TCHP) provides Service Coordination for Members qualifying for Community First Choice (CFC).

**DEFINITION:** Recipients of Community First Choice services must meet the level of care criteria for participation and must have a plan of care at the initial determination of eligibility. Members needing services provided through Community First Choice must be deemed eligible before services are provided through other STAR Kids Community LTSS.

LTSS – Long Term Services and Supports

ID/RC – Intellectual Disability/Related Condition

LIDDA – Local Intellectual and Developmental Disability Authorities

ICF/IID – Intermediate Care Facility /Individuals with Intellectual Disability

CANS – Child and Adolescent Needs and Strengths

ANSA – Adult Needs and Strengths Assessment

LOC – Level of Care

**PROCEDURE**

1. TCHP completes the STAR Kids Screening and Assessment Instrument (SAI) for active SK members TCHP is able to reach. Members must meet Medical Necessity/Level of Care criteria as identified by the authorized HHSC entity before TCHP can authorize CFC services.
  - 1.1. For Members with physical disability- TCHP must request MN determination and submit appropriate assessment to Texas Medicaid & Healthcare Partnership (TMHP), on behalf of the Texas Health and Human Services Commission (HHSC), to determine if a member meets medical necessity for the level of care provided in a hospital or nursing facility.

- 1.1.1. TCHP must obtain the member's physician's signature on Form 2601, Physician Certification, certifying the member requires nursing facility services or alternative community based services under the supervision of a physician.
  - 1.2. In addition to the ID/RC, the LIDDA must collect information necessary to complete a Determination of Intellectual Disability (DID), if a member does not have one on file. The LIDDA submits this information to the state for a determination of ID/RC. The State notifies both the LIDDA and TCHP about the determination. If a member meets the LOC provided in an ICF/IID, TCHP completes the CFC functional assessment. If the member does not agree to the CFC service plan or refuses CFC services, TCHP must notify the LIDDA within 10 business days of the member ending CFC services.
  - 1.3. For Members with Severe and Persistent Mental Illness or Severe Emotional Disturbance - A comprehensive provider of mental health rehabilitative services or a Local Mental Health Authority (LMHA) conduct the CANS or ANSA and a licensed practitioner determines whether the member meets an inpatient psychiatric facility level of care. If the member meets that LOC, or receives services through the Youth Empowerment Services program, TCHP conducts the CFC functional assessment if the member requests CFC services.
2. TCHP is responsible for completing the assessment documentation and preparing a service plan identifying the needed Community First Choice services such as personal assistance services, habilitation services, emergency response services, support management, as well as any additional services the Member may benefit from, including the STAR Kids MDCP waiver.
3. TCHP notifies the Member of the eligibility determination, based on the results of the assessments. If the STAR Kids Member is eligible for Community First Choice services, TCHP notifies the Member of the effective date of eligibility.
4. If the Member is not eligible for Community First Choice services, TCHP provides the Member information on the right to appeal the determination, including access to HHSC's Fair Hearing process.

### RELATED DOCUMENTS:

[Community First Choice Plan Policy](#)

## REFERENCES:

[HHSC Contract 8.1.38.9](#)

[42 CFR Chapter 441, Subchapter K](#)

[TAC, Title 1, Chapter 354, SubChapter A, Division 27](#)

[STAR Kids Handbook Section 4111](#)

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