

Home and Community Based Services-Adult Mental Health (HCBS-AMH)
Community (LMHA/LBHA) Referral and Enrollment Checklist

LMHA/LBHA Referral and Enrollment Checklist:	
<ul style="list-style-type: none"> LMHA/LBHA staff check the 1915(i) MBOW reports in the CA Continuity of Care folder to ensure individual meets HCBS- AMH initial criteria, as defined in HCBS-AMH Provider Manual, http://www.dshs.state.tx.us, for the following populations: Long-term Psychiatric Hospitalization (LTPH), Jail Diversion (JD), and Emergency Department Diversion (EDD). 	<input type="checkbox"/>
<ul style="list-style-type: none"> LMHA/LBHA staff complete and electronically submit the following documents to HCBS-AMH at: HCBS-AMH@dshs.state.tx.us with the subject line titled "Referral." <ul style="list-style-type: none"> - HCBS-AMH Uniform Assessment with ANSA (can be completed Within the past 6 mos and clinical information is unchanged) - Eligibility and Enrollment Consent Form - Provider Selection Form (LMHA/LBHA provides individual with Provider Agency (PA) and Recovery Manager (RM) choices) - Notification of Participant Rights Form 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> HCBS-AMH staff places individual on the Inquiry List and reviews eligibility (within 5 business days). 	<input type="checkbox"/>
If Referred Individual <u>IS</u> Eligible to Enroll in HCBS-AMH:	
<ul style="list-style-type: none"> LMHA/LBHA staff receive notification via email that the individual is eligible for the HCBS-AMH program and enrollment is complete. HCBS-AMH staff notifies the PA and RM chosen by the individual. LMHA/LBHA staff work with the chosen PA and RM for coordination of care. Initial Individual Recovery Plan (IRP) is completed by the RM within 14 days of enrollment notification. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
If Referred Individual is <u>NOT</u> eligible for the HCBS-AMH Program:	
<ul style="list-style-type: none"> HCBS-AMH staff notifies the LMHA/LBHA via email that the individual does not meet eligibility criteria for the program. HCBS-AMH staff notifies the individual via a letter sent to their personal address that they do not meet eligibility criteria for the program. 	<input type="checkbox"/> <input type="checkbox"/>