

**An Important Message from
The Texas Health and Human Services Commission (HHSC)**

**Required Documentation to Authorize Nursing Services Under the
Consumer Directed Services (CDS) Opti**

Background:

All nurses hired by a CDS employer to deliver services in the Community Living Assistance and Support Services (CLASS), Home and Community-based Services (HCS), STAR+PLUS Home and Community Based Services (HCBS), Medically Dependent Children Program (MDCP), or Texas Home Living (TxHmL) waiver programs must sign Form 1747, Acknowledgement of Nursing Requirements, to certify that they have received information regarding documents that must be obtained, completed, and kept in the home of the individual receiving services.

MCOs must ensure Form 1747 is signed by the CDS employer and a copy provided to the financial management services agency (FMSA) annually prior to authorizing nursing in the CDS option.

Form 1747 was updated to include demographic information for the individual receiving services. Instructions for completing [Form 1747](#) have been added to the form's link on the HHS website.

Key Details:

A registered nurse (RN) or a licensed vocational nurse (LVN) hired by a CDS employer must complete Form 1747 annually before providing nursing services. If nursing services are to be provided by an LVN, the form must also be signed by the supervising physician, physician's assistant (PA), RN, or advance practice registered nurse (APRN).

A new Form 1747 must be completed for any additional or newly employed nurses who provide care to the CDS employer throughout the individual service plan (ISP) year. For any nurse continuing employment with the CDS employer, this form must be completed annually at the ISP renewal or when the nurse acquires a new supervisor.

The CDS employer must send a copy of the completed Form 1747 to the FMSA before the nurse (RN or LVN) can deliver nursing services. Form 1747 requires the CDS employer to maintain the following documentation in the home:

- Nursing assessment and nursing plan of care developed by the CDS RN;
- Doctor's orders for any skilled care, tasks, medications, and treatments, including a signed plan of care;
- Nursing notes as required by the BON to document the individual's status, including signs and symptoms, nursing care rendered, and physician, dentist, or podiatrist orders; and
- Documentation of medication administration or treatment, nursing interventions completed according to the practitioner's orders, and nursing assessments completed at the beginning of each shift.

The CDS employer must ensure the nurse providing care is adhering to all Board of Nursing (BON) rules including scope of practice for LVNs and current proof of supervision of an LVN.

Questions?

Please contact your physician advocate or call UnitedHealthcare Provider Services, toll-free, at 888-887-9003, 8 a.m.–6 p.m. CT, Monday–Friday.