Provider Reassessor Notification Portal Instructions

MISSOURI DEPARTMENT OF HEALTH & SENIOR SERVICES
Division of Senior & Disability Services

How to use the Notification Portal:

One Portal Notification per Reassessment
- Each Reassessment should only be entered into the Portal **1** time.

Provider Information:

- Assessor Agency: Name of agency in which the reassessment was assigned.
  - AAA Provider Reassessors should select their name from the drop-down list.

Participant Information

- First Name
- Last Name
- DCN

Authorization Information

- Month Current Care Plan Expires:
  - Enter the month the care plan will expire.
    - Reassessments are assigned by the month they will expire.
    - Reassessment must be submitted to DSDS by the last day of the month prior to the month the care plan is expiring.
    Example: If a care plan expires July 31st, the assessment must be submitted to the portal by June 30th.

Assessment Status

- Assessment Completed- Select "Yes" and review below questions:

  - How was Reassessment completed:
    - Face to face reassessment (reassessment occurred in participant's home)
    - Hybrid (reassessment was completed via face to face **and** telephone)

  - Did the participant meet LOC?
    - Select "Yes" if LOC was met
    - Select "No" if LOC was not met

  - Are you requesting an ILW for this participant?
    - Select "Yes" if an ILW request is made.
      - Option to upload the HCBS3a/HCBS3c will appear. Only upload these documents here.
    - Select "No" if an ILW request is not made.

  - Provider List
    - Does the Participant need a provider list mailed to them?
      - Select "Yes" or "No"

  - Other Assessment issues
    - Any additional issues/circumstances the PRR needs to be made aware of?
      - Example: Duplicated forms that need to be deleted.
        - *Rare circumstances should be emailed to the PRR email account.

Assessment Status Continued:

- Assessment not completed - select "No" and review additional options:

  - Admitted to Hospital
  - Admitted to Rehabilitation Facility
  - Admitted to Skilled Nursing Facility
  - Case and Services Already Closed in Cyber Access/WebTool (verify status)
  - Deceased
  - Inactive Medicaid/ME Code 05 (Managed Care)
  - Incarcerated
  - Moved out of State
  - Moved out of Service Area
  - No Show/Scheduling Conflict
  - Requested Services be Closed/Refusal
  - Spenddown not met within last 90 days
  - Unable to Contact
  - Staffing/Time Limitations
  - Other- Use only in rare situations. Review above list for the most appropriate situation/issue preventing completion of reassessment.