

# *Home and Community Based Services Manual*

4.00

## HOME AND COMMUNITY BASED SERVICES PROCESSES INTRODUCTION

The Department of Health and Senior Services (DHSS), Division of Senior and Disability Services (DSDS), has the oversight responsibility for the provision of Home and Community Based Services (HCBS), (i.e., (re)assessment, person centered care planning, and care plan maintenance). The primary goal of HCBS is to enable a current or potential participant to remain in the least restrictive environment.

DSDS, or its designee shall create, through the HCBS process, a person centered care plan (PCCP) that is designed around the participant's current level of supports and unmet needs taking into consideration the participant's health and safety needs. Unmet needs are those routine tasks which are allowable by the HCBS program, but cannot be reasonably met by the members of the participant's household or other support systems. The participant's right to self-determination and state/ federal regulation shall guide the PCCP process.

The management of HCBS processes is controlled through an automated web based system. The HCBS Web Tool is an enhancement to the Department of Social Services (DSS), MO HealthNet Division's (MHD) existing MO HealthNet CyberAccess system. The intake, (re)assessment, PCCP, authorization, and care plan maintenance activities are all completed in the Web Tool. Through the use of the HCBS Web Tool, HCBS partners have 'real time' access to the participant's PCCP information which facilitates improved communication among agencies involved in service delivery.

The following policies shall guide DSDS or its designee through the HCBS process:

	Policy
Intake and Prescreen Process	<a href="#">4.05</a>
Explanation of Level of Care Determination Process	<a href="#">4.10</a>
Initial Assessment Process	<a href="#">4.15</a>
Person Centered Care Planning and Maintenance Process	<a href="#">4.20</a>
Reassessment Process	<a href="#">4.25</a>
Case Notes Documentation	<a href="#">4.30</a>
Service Coordination	<a href="#">4.35</a>
Department of Mental Health Service Coordination	<a href="#">4.35.1</a>
Person Centered Care Planning Collateral Contacts	<a href="#">Appendix 1</a>
Participant Choice Statement and Instructions (Agency, CDS, and ADC)	Appendix 2a <a href="#">Form</a> and <a href="#">Instructions</a>
Participant Choice Statement Form and Instructions (RCF/ALF)	Appendix 2b <a href="#">Form</a> and <a href="#">Instructions</a>

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Adult Day Care Participant Rights and Responsibilities	<a href="#">Appendix 2c</a>
Agency Model Participant Rights and Responsibilities	<a href="#">Appendix 2d</a>
CDS Participant Rights and Responsibilities	<a href="#">Appendix 2e</a>
RCF/ALF Personal Care Participant Rights and Responsibilities	<a href="#">Appendix 2f</a>
In-Home Services Worksheet (DA-3a) and Instructions	Appendix 3 <a href="#">Form</a> and <a href="#">Instructions</a>
CDS Worksheet (DA-3c) and Instructions	Appendix 4 <a href="#">Form</a> and <a href="#">Instructions</a>
Physician Notification of Care Plan (DA-11) and Instructions	Appendix 5 <a href="#">Form</a> and <a href="#">Instructions</a>
Department of Mental Health Customer Information Management, Outcomes and Reporting (CIMOR)	<a href="#">Appendix 6</a>
Department of Mental Health Division of Developmental Disabilities Contact Information	<a href="#">Appendix 7</a>
SLUMS Examination and Instructions	Appendix 8 <a href="#">Form</a> and <a href="#">Instructions</a>
HCBS Community Options Information	<a href="#">Appendix 9</a>
Self Direction Assessment Questions	<a href="#">Appendix 10</a>
Initial Contact Letter	<a href="#">Appendix 11</a>
Reassessment Letter	<a href="#">Appendix 12</a>