



QUALIFYING STATEMENT FOR HCBS WITNESS INFORMATION AND AUTHENTICATION OF EXHIBITS

At each hearing, the Department of Health and Senior Services (DHSS), Division of Senior and Disability Services (DSDS) staff must qualify themselves as a witness and qualify the case record documents as part of a business record. In order to satisfy this requirement, DSDS shall use the following qualifying statement prior to giving testimony.

Qualifying Statement for DSDS HCBS Hearings Representative

My name is _____.

I am employed by _____ and my current position is _____. I have been employed since _____ (timeframe).

I am the custodian of the DSDS case record for _____ (name of current or potential participant). Information contained in the case documents will be used during testimony.

It is the policy of DSDS during the regular course of business for employees to document in the electronic record when the current or potential participant or any other collateral contact is made and/or information is received.

In addition, it is also DSDS' policy for continued maintenance of a case record on all service participants and case documents for all service applicants. All entries in the case record for _____ (name of current or potential participant) are in the usual form and were completed in the normal course of business.

Qualifying Statement for additional DSDS staff

My name is _____.

I am employed by _____ and have been engaged in assessment and level of care determination, development and maintenance of current or potential participant's person centered care plans.

My current position is a/an _____. I have been employed by _____ for _____ (timeframe).

For each exhibit introduced during testimony:

All documents or forms from the case record used to support the decision for the case action shall be authenticated using the following guideline:

During testimony, to authenticate a document as an exhibit, DSDS shall:

- * Identify the name of the exhibit
- * Explain the purpose of the exhibit;
- * State if the form is an authentic copy of information contained in the case record;

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- * Proceed with the explanation that reveals the contents of the document; and
- * Request that the DLS Hearing Officer enter the exhibit as evidence.

Specific to the InterRAI HC, the witness shall also attest to, as necessary, the following information:

The InterRAI HC is an internationally utilized assessment tool developed for use in assessing the health status needs of frail elderly and adults with disabilities living in the community. This instrument incorporates the level of care score requirements in the Missouri Code of State Regulations, specifically, 19 CSR 30-81.030 and is a 'point in time' assessment of the participant's functional abilities. Although level of care is determined by algorithms behind the scenes, the algorithms in the InterRAI HC are based upon the participant's answers to specific questions in regard to the CSR's twelve (12) level of care categories.

I will be giving testimony on _____'s (name of the current or potential participant) responses to these questions, as well as observations made of _____'s (name of current or potential participant) ability to perform certain tasks. This assessment was completed on _____ (date).