



## Missouri Department of Health and Senior Services

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**Sarah Willson**  
Director

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Governor

HCBS 05-25-01

May 06, 2025

### MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES STAFF AND STAKEHOLDERS

FROM: Veronica Jameson, Bureau Chief  
Bureau of Policy and Quality Enhancements

SUBJECT: Home and Community Based Services (HCBS) Policy Updates

The HCBS policy manual has been updated to reflect Web Tool language changes to align with the new case management system, Fusion. All associated Quick Guides and guidance have also been updated and reposted to reflect these changes. Additional formatting changes and language updates were also made, which are outlined below.

➤ 2.00	<a href="#">Medicaid Eligibility</a>	The policy has been revised to reflect the following: <ul style="list-style-type: none"><li>• Initial Referral process change for spenddown</li><li>• Updated Web Tool language to align with Fusion</li></ul>
➤ 3.05	<a href="#">Basic Personal Care - State Plan (Agency Model)</a>	The policy has been revised to reflect the following: <ul style="list-style-type: none"><li>• Cost maximum language updated</li><li>• Removed language reflecting RCF/ALF in the Introduction section and self-administration of medication, referencing the RCF/ALF policy</li></ul>
➤ 3.15	<a href="#">Authorized Nurse Visits</a>	The policy has been revised to reflect the following: <ul style="list-style-type: none"><li>• Cost maximum language updated</li><li>• Updated Web Tool language to align with Fusion</li></ul>

### PROMOTING HEALTH AND SAFETY

The Missouri Department of Health and Senior Services' vision is optimal health and safety for all Missourians, in all communities, for life.

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➤ 3.25	<a href="#"><u>Personal Care Assistance - State Plan (Consumer Directed Model)</u></a>	<p>The policy has been revised to reflect the following:</p> <ul style="list-style-type: none"> <li>• Cost maximum language updated</li> <li>• Updated Web Tool language to align with Fusion</li> </ul>
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The following policies have been revised with updated Web Tool language to align with Fusion. Formatting changes are also included in some of the policies.

- 3.25 Appendix 1 Consumer Directed Services Tax Information
  - 3.55 Independent Living Waiver
  - 4.00 Appendix 3 In-Home Services Worksheet Form/Instructions
  - 4.00 Appendix 4 Consumer Directed Services Worksheet Form/Instructions
  - 4.00 Appendix 5 Physician Notification of Care Plan Instructions
  - 4.00 Appendix 14 HCBS Assessment Attestation Instructions
  - 4.05 Intake Process
  - 4.15 Assessment Process
  - 4.20 Person Centered Care Planning and Maintenance Process
  - 4.25 Provider Reassessment Process
  - 4.30 Case Note Documentation
  - 4.35.1 DMH Service Coordination
  - 4.40 Case Closure
  - 5.00 Appendix 3 Adverse Action Notice HCBS12 Instructions
  - 5.00 Appendix 5 Reversal of Adverse Action Notice Instructions
  - 5.00 Appendix 6 Notice of Closure Instructions
  - 7.00 Show Me Home
  - 7.00 Appendix 6 SMH MFP Approval Instructions
  - 7.00 Appendix 7 OMB SMH MFP Referral Instructions
  - 8.00 Appendix 9 PCCP Request Instructions
  - 9.00 Appendix 5 Acknowledgement Instructions
  - 9.00 Appendix 6 Authorization for Disclosure of Consumer Medical Health Information Instructions
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The revised policies have been posted in the [HCBS Policy Manual](#).

Questions should be directed to the Bureau of Policy and Quality Enhancements via email at [LTSS@health.mo.gov](mailto:LTSS@health.mo.gov).

**Unless otherwise noted, the policy revisions is effective upon receipt.**

VJ/kq