



Missouri Department of Health and Senior Services

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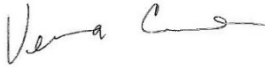
Paula F. Nickelson
Director

Michael L. Parson
Governor

HCBS 11-24-01

November 12, 2024

MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES STAFF AND STAKEHOLDERS

FROM: Verena Cox, Bureau Chief 
Bureau of Long Term Services and Supports

SUBJECT: Policy 4.15 Assessment Process Update

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- 4.15 [Assessment Process](#)
- Updated the response date to be “at least” ten (10) calendar days for the Participant Contact Letter and “at least” ten (10) business days for Adverse Actions
 - Clarified if Adverse Action is included with the Participant Contact Letter; the dates for both should be the same
 - Included Family Support Division (FSD) referrals requesting Home and Community Based (HCB), Qualified Income Trust (QIT) and Division of Assets under Initial Assessments.
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This revised policy has been posted in the [HCBS Policy Manual](#).

Questions should be directed to the Bureau of Long Term Services and Supports (BLTSS) via email at LTSS@health.mo.gov.

Unless otherwise noted, the policy revision is effective upon receipt.

VC/dt

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.

