



Missouri Department of Health and Senior Services

P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6400 FAX: 573-751-6010
RELAY MISSOURI for Hearing and Speech Impaired and Voice dial: 711

Paula F. Nickelson
Acting Director



Michael L. Parson
Governor

HCBS 01-23-02

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MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES STAFF AND STAKEHOLDERS

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

SUBJECT: Facility Discharge Referrals and HCBS Online Referral Form

This memorandum is to advise Home and Community Based Services (HCBS) staff and stakeholders of an update to the referral protocol for potential participants currently admitted to a hospital, long-term nursing facility, or other like institution.

An HCBS referral should only be submitted if the potential participant has an established discharge date within 15 business days. This aligns with the initial timeframe outlined in the [Assessment Process](#). HCBS referrals submitted with discharge plans outside of that timeframe will not be processed and will be considered inappropriate referrals. The [Online HCBS Referral Form](#) and [HCBS Referral Form \(8.00 Appendix 3\)](#) have been updated to reflect the discharge date requirement.

➤ 8.00 Appendix 3	HCBS Referral Form	Updated to reflect the expected discharge date must be within 15 days from a hospital/facility.
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This revised policy has been posted in the HCBS Policy Manual located on the DHSS Internet at the following link: <http://health.mo.gov/seniors/hcbs/hcbsmanual/index.php>.

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 revisions are effective upon receipt.

VC/ms

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