



**Missouri Department of Health and Senior Services**

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HCBS 12-22-01

December 19, 2022

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

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

SUBJECT: Home and Community Based Policy Manual Chapter 4 Updates

The HCBS Policy Manual has been updated to reflect changes to Chapter 4 policies. Descriptions of the changes are provided below.

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➤ 4.15	Assessment Process	<p>This chapter now includes the processes for both the Initial Assessment and Reassessment Process, creating the “new” Assessment Process policy.</p> <p>Additional revisions include:</p> <ul style="list-style-type: none"> <li>• Updated Participant Contact and Participant Contact Letter Process.</li> <li>• Updated provider selection process.</li> <li>• Updated goal and a backup plan requirements.</li> </ul>
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➤ 4.20	Person Centered Care Planning and Maintenance	<p>Revisions include:</p> <ul style="list-style-type: none"> <li>• Removed HCBS Web Tool processes.</li> <li>• Removed Prescreen processes.</li> <li>• Removed language reflecting the assessment process and incorporated into the Assessment Process policy.</li> <li>• Added a section on Goals and Backup Plan to reflect what is required and acceptable.</li> <li>• Revised Provider Selection to reflect number of days allowed to choose a provider and when to place the case in State Designee Status.</li> <li>• Revised participant contact and Participant Contact Letter process.</li> <li>• Removed Initial 10 Day Follow-Up section.</li> <li>• Clarified mid-month care plan change authorizations.</li> </ul>

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➤ 4.25	Reassessment Process	As a result of combining the Initial Assessment Process Policy and the Reassessment Process Policy, this policy has been removed from the manual.
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The [HCBS Policy Manual](#) has been updated to reflect the changes.

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

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

VC/dt