



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: 1-800-735-2466 VOICE: 1-866-735-2460



Randall W. Williams, MD, FACOG
Director

Michael L. Parson
Governor

INFO 03-21-03

March 22, 2021

MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES STAFF AND STAKEHOLDERS

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

A handwritten signature in black ink that reads "Verena Cox".

SUBJECT: Authorization of Shared Tasks

This memorandum is to remind Home and Community Based Services (HCBS) staff and stakeholders of guidance related to the authorization of shared tasks for participants living with other members of the household.

DSDS or its designee shall authorize HCBS necessary to meet the participant's identified unmet needs. Tasks that are a primary benefit to a household or which members of the participant's household may reasonably be expected to share or do for one another shall not be authorized as these needs are not considered unmet. Tasks may include cleaning of shared spaces and preparation of shared meals.

There may be instances in which the other household members may not be able to meet the needs of the shared tasks. In these instances, DSDS staff or its designee should thoroughly document the need for shared tasks despite the fact of living with other adults. Examples may include but are not limited to:

- The other adult(s) are physically unable to complete the tasks due to medical conditions of their own.
- The participant's needs are above and beyond the typical activities of the household. This might include frequent cleaning of the bathroom due to incontinences or separate meals due to dietary restrictions.
- The other adults work during the day and are unable to prepare meals during that time period.

Care plan requests related to assistance with meal preparation based on preference shall **not** be authorized for participants that live with others and have the availability of shared meals. Examples include participants who request separate meals because they prefer to eat at different times than others in the household or prefer different types of food.

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Please refer to [INFO 09-20-01](#) for guidance related to the care planning tasks “dietary” and “meals/dishes” as it relates to Personal Care (PC) and Homemaker (HC).

DSDS and HCBS providers shall ensure a care plan is corrected when it is determined an authorization is not in accordance with these guidelines.

Questions regarding this memorandum should be directed to the Bureau of Long Term Services and Supports (BLTSS) via e-mail at LTSS@health.mo.gov.

VC/rr