



Missouri Department of Health and Senior Services

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MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES (HCBS) STAFF AND STAKEHOLDERS

FROM: Jessica Bax, Division Director
Division of Senior and Disability Services (DSDS)

SUBJECT: COVID-19 Guidance – Personal Care Provider Respite Authorization for Adult Day Care (ADC) Participants

This memorandum provides information related to the authorization of Basic Respite for Adult Day Care (ADC) participants no longer attending ADC due to the COVID-19 pandemic.

Per the [COVID-19 HCBS Provider Information Page](#), ADCs may provide Basic Respite to participants if a facility closes due to the outbreak or if a participant no longer wishes to attend due to fear of exposure. However, situations may arise in which ADCs are not able to serve all participants. In this situation, personal care providers (agency model and consumer directed) may provide the needed Basic Respite hours.

Person Centered Care Planning (PCCP) staff will process these requests on a case-by-case basis. Prior to authorizing Basic Respite with personal care providers, PCCP staff shall contact the participant’s ADC and confirm that provider is unable to provide the Basic Respite. Upon determination the ADC is unable to provide the respite, PCCP staff should explore if other local ADC providers have the capacity to meet the participant’s needs. If another ADC provider is unable to meet the participant’s needs, a personal care provider may be authorized to provide the Basic Respite. PCCP staff shall provide thorough case notes outlining the situation, the name of the personal care provider agency authorized to provide the Basic Respite, and the amount of time authorized. There will be no service changes to the participant’s care plan in WebTool and case notes will serve as the authorization method.

Personal care providers should use paper timesheets to record Basic Respite time (sample sheet can be found on COVID-19 Provider Info Page under the Provider Resources Tab). To bill for Basic Respite, personal care providers shall utilize procedure code S5150, modifier HB using their existing NPI. The place of service is 12 (home). A unit of service is 15 minutes. Basic Respite time may be delivered equal to the currently authorized ADC hours in the participant’s PCCP.

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Moving forward, Basic Respite services authorized to personal care providers in lieu of ADC services should be authorized using this method no matter the age of the participant. Aged and Disabled Waiver (ADW) Respite should not be added to the care plan in these situations.

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 or by telephone at 573-526-8557.

JB