



Missouri Department of Health and Senior Services

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

FROM: Venice Wood, Section Administrator
Section of Home and Community Based Services

SUBJECT: HCBS Provider Contact Information

This memorandum is to advise HCBS providers of the importance of keeping correct contact information on file with Missouri Medicaid Audit & Compliance (MMAC).

HCBS Intake, Person Centered Care Planning teams, and Assessor teams utilize the contact information submitted to MMAC when notifying providers of case management activities. To be consistent, HCBS teams will only utilize the contact information kept on file by MMAC when notifying providers of these activities.

Providers who wish to update their contact information may do so by submitting an [HCBS Change Request form](#) to MMAC. Submission instructions are included in the form. For other instructions, providers may access the [HCBS Change Request Instructions](#) document.

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.

VW/tw

www.health.mo.gov

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