



Missouri Department of Health and Senior Services

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MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES STAFF AND STAKEHOLDERS

FROM: Travis West, Bureau Chief *Travis West*
Bureau of HCBS Systems & Data Reporting

SUBJECT: Web Tool Attachments Update

This memorandum is to advise Home and Community Based Services (HCBS) staff and stakeholders of updates to the HCBS Web Tool.

The following categories have been added to the Attachments section of the Case Activity page:

- PCCP Request
- EIN / Tax Documents

Staff and stakeholders are encouraged to use the PCCP Request category when attaching documents pertaining to a care plan change request or a request to close services.

The Online PCCP Request Form is the preferred method to submit a PCCP Request. Attaching a document in the Web Tool does not take the place of a formal PCCP Request submission. The online PCCP Request Form can be accessed on the [Senior and Disability Services Page](#) or the [Provider Information Page](#).

Staff and stakeholders are encouraged to use the EIN / Tax Documents category when attaching documents pertaining to a Consumer Directed Services participant's Employer Identification Number or other appropriate tax information. Please review [Policy 3.25 Appendix 1](#) for more information.

For more information on the HCBS Web Tool, please visit the [HCBS Web Tool Page](#).

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