



Missouri Department of Health and Senior Services

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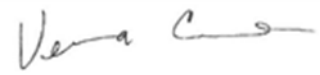
Robert Knodell
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August 10, 2021

MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES STAFF AND STAKEHOLDERS

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

SUBJECT: HCBS Web Tool Guidance - Directions to Residence Box

This memorandum is to advise Home and Community Based Services (HCBS) staff and stakeholders of guidance related to the use of the Directions to Residence Box in the HCBS Web Tool.

The Directions to Residence Box can be utilized to provide pertinent information regarding the participant and/or household to ensure continuity of care and alert Division of Senior and Disability Services (DSDS) staff and HCBS providers of safety concerns. Below is a list of appropriate information that shall be entered into the Directions to Residence Box:

- Directions to the participant’s residence;
- Notification of potential safety concerns, to include date of case note to be referenced;
- Notification the participant is CDS Restricted;
- Notification the participant receives only Case Management (CM) services within the Independent Living Waiver (ILW);
- Notification the participant is participating in Money Follows the Person (MFP);
- Notification the participant is in dual waivers, entered only by Central Office staff,

Note: This will only occur in very rare situations as Medicaid participants are not permitted to be in more than one waiver at a time.

- Notification the participant has been approved to exceed the cost cap through an Aged and Disabled Waiver (ADW) service; and

Note: Moving forward this information will be entered into the directions box by Central Office staff at approval. All ADW cost cap approvals prior to this memorandum will not have the information included in the directions box. Staff and providers reassessors may add this information to prior cases where a previous case note outlines approval was granted.

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- Name and DCN(s) of other HCBS participants residing in a household.

DSDS staff and HCBS providers are encouraged to update and correct any information in the Directions to Residence Box found to be outdated or incorrect.

HCBS Web Tool resources can be found on the [HCBS Web Tool Information](#) page.

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