



Missouri Department of Health and Senior Services

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MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES STAFF AND STAKEHOLDERS

FROM: Jessica Bateman, Bureau Chief 
Bureau of HCBS Intake and Person Centered Care Planning (PCCP)

SUBJECT: Notice of Closure HCBS-12m vs 21 Day Notices

This memorandum is to serve as a reminder for Home and Community Based Services (HCBS) staff and stakeholders that closing requests, including 21 Day Notices, are to be submitted to the Division of Senior & Disability Services (DSDS) utilizing the [Online Person Centered Care Plan \(PCCP\) Request Form](#). In instances where such requests cannot be submitted online, the [PCCP Request Form](#) may be submitted following all instructions on the form.

When attaching the 21 Day Notice Letter in the HCBS Web Tool, please do not utilize the Notice of Closure Adverse Action Form (HCBS-12m). The HCBS-12m is only designated for DSDS staff to utilize whenever a participant's authorization for HCBS has been closed due to loss of Medicaid benefits covering the authorization of HCBS or when participants are enrolled in a Managed Care Health Plan. Providers and DSDS staff shall utilize the subject "PCCP Request" when attaching a 21 Day Notice in the Web Tool.

For more information on the HCBS Web Tool, please visit the [HCBS Web Tool 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.

JB/rr

www.health.mo.gov

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