



Missouri Department of Health and Senior Services

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MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES STAFF

FROM:

Veronica Jameson, Bureau Chief

Bureau of HCBS Policy and Quality Enhancements

SUBJECT:

Residential Care Facility (RCF)/Assisted Living Facility (ALF) Care Planning Quick Guide

This memorandum is to remind Home and Community Based Services (HCBS) staff and provider reassessors to utilize the [RCF/ALF Quick Guide](#) when developing care plans for participants residing in a residential care facility (RCF) or an assisted living facility (ALF) setting.

Assessors should consider the number of medication passes a participant receives throughout the day when authorizing time for 'self-administration of medication'. If a participant has 1-3 scheduled medication passes in one day, 1 unit (15 min) shall be authorized on the care plan. More than three (3) medication passes in one day shall result in 2 units (30 min).

Assessors are also reminded that the suggested time for the dietary task for participants with special dietary restrictions is 1 unit (15 minutes) per meal.

More time can be authorized for each of the above tasks depending on each participant's unique circumstances. These situations must be documented thoroughly in the participant's electronic case record.

[The RCF/ALF Quick Guide](#) provides more detailed guidance and examples related to developing care plans for participants residing in an RCF. It provides more specific information regarding suggested times and frequency of the care plan. Please review the guide to ensure consistency of assessments and care planning in RCF/ALFs.

Questions regarding this memorandum should be directed to the Bureau of Policy and Quality Enhancements (BLTSS) via e-mail at LTSS@health.mo.gov.

VJ

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