



Missouri Department of Health and Senior Services

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Jane Drummond
Director

PM-08-02
VM-08-02

August 1, 2007

MEMORANDUM FOR HOME AND COMMUNITY BASED CARE PROVIDERS

From: Brenda F. Campbell, Director *Brenda F. Campbell*
Division of Senior and Disability Services

Subject: Authorization of Home and Community Based Services

The Governor recently signed House Bill (HB) 10, which contained new provisions added by the General Assembly intended to ease access to Home and Community Based Services through an increased state and provider/vendor partnership. Section 10.7695 of HB-10 contains the following language:

Upon receipt of a referral for Medicaid funded home and community based care containing a nurse assessment or physician's order, the department shall review the recommendations regarding services and process the referral within 15 business days. When information contained in the referral is sufficient to establish eligibility for Medicaid funded long-term care and determine the level of service need as required pursuant to state and federal regulations, the department shall prior-authorize Home and Community based services and arrange for the provision of services. Medicaid reimbursement for personal care benefits shall be effective the date of the assessment or physician's order.

[View HB-10 at: <http://www.house.mo.gov/bills071/biltxt/truly/HB0010T.HTM>]

The Division of Senior and Disability Services (DSDS) has revised the attached forms and instructions to share information that is needed to determine eligibility, recommend care plans, and process authorizations for new referrals. Utilizing these forms will generally provide DSDS staff sufficient information to determine and approve Home and Community Based services for individuals eligible for and in need of long-term care in the community. If additional information is needed, staff will contact the referral source. Upon receipt of a request by an In-home Provider, staff will authorize reimbursement for nurse visits during which the assessment and referral information was completed on behalf of eligible individuals.

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The following forms have been adapted for use by providers/vendors:

- ◆ Referral/Assessment Form and instructions;
- ◆ DA-3 Care Plan and instructions;
- ◆ DA-3a* Care Plan Supplement for In-home Services and instructions;
- ◆ DA-3c* Care Plan Supplement for Consumer-Directed Services and instructions;
- ◆ Department of Health and Senior Services HIPAA Notice of Privacy Policies;
- ◆ Privacy Policies Acknowledgement Form; and
- ◆ Authorization for Disclosure of Consumer Medical/Health Information (Optional).

* The DA-3a and DA-3c forms have auto-calculation features when completed on the computer.

Forms will soon be available online at either of the following links:

<http://www.dhss.mo.gov/InHomeServProviders/ProviderMemos.html>; or
<http://www.dhss.mo.gov/CDS/Memos.html>

Informational meetings have been scheduled for August 8th (12:30-2:30 & 3-5 pm) and August 9th (8:30-10:30 & 11-1 pm) in Room 450 of the Governor's Office Building, 200 Madison St., Jefferson City, MO. Providers/vendors will be notified as additional dates and locations are scheduled. When attending these meetings, please bring your copies of this memorandum and its attachments.

DSDS is working on a method by which referral information may be submitted electronically. Until that process can be finalized, these forms should be submitted via fax to the Central Registry Unit (CRU) as outlined in PM-06-05 and VM-06-09.

If you have any questions regarding this information, please contact the Bureau of Program Integrity via e-mail at programintegrity@dhss.mo.gov.

BFC/TH

CC: Distribution List 3
Distribution List 4

Attachments