



Missouri Department of Health and Senior Services

P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6400 FAX: 573-751-6010
RELAY MISSOURI for Hearing and Speech Impaired 1-800-735-2966 VOICE 1-800-735-2466

Margaret T. Donnelly
Director



Jeremiah W. (Jay) Nixon
Governor

PM-10-17
VM-10-14

June 30, 2010

MEMORANDUM FOR ALL HOME AND COMMUNITY BASED CARE PROVIDERS

FROM: Celesta Hartgraves, Director *Celesta Hartgraves*
Division of Senior and Disability Services

SUBJECT: Home and Community Based Services Care Plan and Care Plan Supplement Forms and Instructions

The Division of Senior and Disability Services (DSDS) has amended the Home and Community Based Services (HCBS) Care Plan and Care Plan Supplement forms and instructions as indicated below.

Home and Community Based Services Care Plan DA-3 Form and Instructions:

- The addition of language clarifying the participant has the right to have anyone of their choosing to participate in the development of a proposed care plan for HCBS; and
- The addition of attestation statements by which the participant/authorized representative must initial, indicating the statement has been read and is understood.

Care Plan Supplement for In-Home Services DA-3a Form and Instructions:

- Reimbursement rates for calculation purposes have been changed to reflect the new reimbursement rates effective July 1, 2010;
- Changes in how the calculations are made;
- Dressing and grooming needs will now be a separate task, even on days when assistance is given with bathing;
- The suggested times for 'Dietary' or 'Meals/Dishes' tasks now include cleaning the kitchen; and
- 'Clean Kitchen' should not be a separate task on days when meals are prepared for a participant.

Care Plan Supplement for Consumer Directed Services DA-3c Form and Instructions:

- Reimbursement rates for calculation purposes have been changed to reflect the new reimbursement rates effective July 1, 2010;
- Changes in how the calculations are made;
- Elimination of the individual functional section headers and subtotals;
- The suggested times for 'Meal Prep/Eating' includes cleaning the kitchen; and
- 'Clean Kitchen' should not be a separate task on days when meals are prepared for a participant.

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The updated forms and instructions are available on the DHSS website at:
<http://www.dhss.mo.gov/HCBS/ReferralPacket.html>.

Any questions regarding this memorandum should be directed to the Bureau of Program Integrity via e-mail at programintegrity@dhss.mo.gov or by phone at 573-526-8557.

CH/CL

CC: Distribution Lists 3 & 4