



Missouri Department of Health and Senior Services

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**MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES PROVIDERS**

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

SUBJECT: HCBS Provider Train the Trainer Registration Process

In an effort to enhance the efficiency and operations in the reassessment and care planning process for Home and Community Based Services (HCBS) as authorized by the Division of Senior and Disability Services (DSDS), the Division has made a decision to partner with HCBS care providers to gather the necessary information in order for DSDS to determine the continued eligibility for HCBS. If a provider chooses not to participate in the reassessment and care planning process, DSDS will reassess the participant.

To ensure all HCBS providers have access to and use consistent training material, DSDS has scheduled "Train the Trainer" classes for the purposes of training provider employees who will be training on the reassessment and care planning process.

In order for a provider to assist DSDS in the reassessment and care planning process, the provider must use qualified staff as trainers and assessors. All trainers and assessors must meet the same qualifications of an Adult Protective and Community Worker I – the same as DSDS staff. The qualifications can be found at <http://content.oa.mo.gov/personnel/classification-specifications/5200>. The minimum required qualifications are located under Experience and Education at the bottom of the page.

To register for the Train the Trainer class, please follow the steps outlined below:

- Register at the following site [DSDS Training Registration](#). Be sure to indicate/choose two alternative dates. Priority will be given to the providers who have the most reassessments due in July 2012. Subsequent classes will be offered on an on-going basis for providers not in the highest priority group.
- The registrant/trainer will receive confirmation via e-mail of the time and date of the training. A link to a Share Point site and password will be included. The Share Point site houses the material the trainer will use for the class. The trainer is responsible for making their own copies of the material to bring to class, as none will be provided by DSDS.
- If the registrant's first choice is full, DSDS will assign the trainer to another class and communicate this information via e-mail.
- A test will be administered at the conclusion of the Train the Trainer class. In order to be considered a qualifying Trainer, the attendee must obtain a score of 80% or more. Should the [www.health.mo.gov](http://www.health.mo.gov)

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attendee fail the test, they may retest at 10:00 AM on the last day of any of the classes. Registration is not required to retest.

- DSDS will mail a certificate as proof the certificate holder has completed the Train the Trainer class. A copy of the certificate should be included in the employee's personnel file for monitoring purposes.
- The attendees who pass the test will be added to the list of qualified trainers.

Attendees will be asked to complete an evaluation of the training class. The link to the evaluation will be sent to the attendee via e-mail.

Any questions regarding this memorandum should be directed to the Automation and Analysis Unit at [Karen.Brady@health.mo.gov](mailto:Karen.Brady@health.mo.gov) or by phone 573-526-0714.

CH/BR

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