



Missouri Department of Health and Senior Services

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PM-13-04
VM-13-04

September 10, 2012

MEMORANDUM FOR ALL HOME AND COMMUNITY BASED CARE PROVIDERS

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

SUBJECT: HCBS Providers Registering for Sharepoint to Access Reassessment Lists

As explained in PM/VM-12-13, once participating providers are signed up for Sharepoint, they will be able to access a list of participants needing a reassessment from the Sharepoint site. Please do not sign up for Sharepoint until staff eligible to complete the reassessments are trained and ready to assume the responsibility of completing the reassessments in all service areas.

When a provider has signed up for access to Sharepoint and their reassessment list, the Division will assume the provider will be completing those reassessments. If the provider is not doing so, this may cause confusion and possible delays.

If a participating provider is unable to complete its reassessment list, please contact the appropriate Regional Evaluation Team by the 1st day of the month in which the reassessment is due.

Any questions regarding this memorandum should be directed to the Automation and Analysis Unit via e-mail at Karen.Brady@health.mo.gov or by phone at 573-526-0714.

CH/SS

CC: Distribution Lists 3 & 4

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.