



Missouri Department of Health and Senior Services

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PM-13-10
VM-13-11

March 19, 2013

MEMORANDUM FOR ALL HOME AND COMMUNITY BASED CARE PROVIDERS

FROM: Bobbi Jo Garber, Deputy Director
Division of Senior and Disability Services

SUBJECT: HCBS Web Tool Enhancements

The following enhancements to the HCBS Web Tool have been completed and are scheduled for implementation on March 20, 2013. These enhancements impact all HCBS providers.

Participant Case Summary

- HCBS provider users will be able to edit the Demographics, Physician and Other Responsible Person sections on an opened case.
- Within the Case Stages, within a Prior Authorization – Care Plan, a ‘Units per Month’ column will display and populate with the monthly units for the CDS task of essential transportation. DSDS staff will no longer enter a service delivery comment to reflect the frequency for the task of essential transportation.

Case Activity screen

- When uploading an Attachment, users will have a drop down list for subject selection. Free form text in the subject line will no longer be enabled.
- Case notes will require a ‘Contact Date’ entry prior to entering the text of the case note.
- Provider users will be required to prioritize all case note entries. Providers shall enter a priority of ‘yes’ only in those situations when a change to the care plan is required to prevent harm to the participant. Indicating a priority of ‘yes’ does not replace the requirement for the provider to contact DSDS. Providers shall still contact the appropriate regional evaluation team to alert DSDS to the added note.
- The ability to edit and delete case notes will be available to DSDS users. When a HCBS provider user has entered a note that requires editing or deleting, they shall contact the appropriate DSDS regional evaluation team to complete the action.

HCBS Menu drop down

- Case History
 - A number will display adjacent to the ‘HCBS Case History’ for the provider to indicate the number of prior authorization care plans that have been submitted within the last seven (7) days. This number display does not replace the requirement for DSDS to contact a provider when a prior authorization care plan has been submitted.

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Any questions regarding this memorandum should be directed to the HCBS Web Tool Project Management Unit at DSDSWebTool@health.mo.gov .

BJG/TW

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