



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



Gail Vasterling
 Acting Director

Jeremiah W. (Jay) Nixon
 Governor

PM-13-11
 VM-13-12

April 5, 2013

MEMORANDUM FOR ALL HOME AND COMMUNITY BASED CARE PROVIDERS

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

SUBJECT: HCBS Provider Web Tool and Reassessment Training

The Division of Senior and Disability Services (DSDS) has scheduled HCBS provider Web Tool and reassessment training for all providers enrolled as a 27 provider type and trained to complete reassessments. This training is designed to teach providers how to enter the reassessment information directly into the Web Tool. Providers who sign up to attend the training must be currently participating in the reassessment process.

DSDS strongly recommends sending employees that are familiar with Web Tool and the reassessment process. An email will be sent to all providers currently enrolled as a 27 provider type informing them of the training sessions. A registration form will be attached to the email. Please complete the form and return electronically. A confirmation email will be sent.

- All training sessions will be held at the Harry S. Truman Building, 301 West High, Room 490, Jefferson City, MO. The dates are as follows:
 - Monday, April 22, 2013

Session 1	8:30 AM to Noon	Session 1	8:30 AM to Noon
Session 2	1:00 PM to 4:30 PM	Session 2	1:00 PM to 4:30 PM
 - Thursday, May 2, 2013

Session 1	8:30 AM to Noon
Session 2	1:00 PM to 4:30 PM

There is limited seating in the training rooms so enroll early for best results. Please limit the number of attendees from your agency to three. Attendance at this training does **not** meet the requirements of 19 CSR 15-7.021(14) annual attendance at a division sponsored training.

Providers who have not completed one of the above training sessions will need to continue processing reassessments based on the current policy and should NOT enter the information into the Web Tool until they have been properly trained.

Any questions regarding this memorandum should be directed to the Automation and Analysis Unit via email at Barbara.Rueter@health.mo.gov or Karen.Brady@health.mo.gov.

CH/br/ss

CC: Distribution Lists 3 & 4

www.health.mo.gov

Healthy Missourians for life.

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health.

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