



Missouri Department of Health and Senior Services

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MEMORANDUM FOR ALL PARTICIPATING REASSESSMENT PROVIDERS

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

SUBJECT: Provision of Reassessment Lists Accessed on SharePoint

As outlined in the Division of Senior and Disability Services (DSDS) memorandum dated August 13, 2013, DSDS agreed, on a trial basis, to provide lists three months in advance of participants coming due for reassessment. DSDS has decided to continue this process based on feedback which has been received. The purpose of this memorandum is to provide clarification as to when the lists are posted and subsequently updated.

DSDS will update the most current month in which the reassessments are due. When a month is updated, please disregard the previous version. Most updates will reflect a decreased number of participants who need to be reassessed due to case closings. A calendar is attached outlining the schedule to assist with the new process. The calendar will also be posted on the SharePoint site. As a reminder, providers must have a 27 provider type number, have staff who have been trained to conduct reassessments and passed the reassessment test before they can register for the SharePoint site.

Providers need to continue to immediately advise the DSDS Regional Evaluation Teams if the following issues arise:

- Participant moves within Missouri (reassessment may need to be transferred to another Region)
- Participant moves out of state
- Participant deceased
- Nursing Home entry affecting ability to provide reassessment
- Hospital stay affecting ability to provide reassessment
- Medicaid status change (Medicaid closed or spenddown not met longer than three months)
- Provider changes (after the list has already been sent to the existing provider)
- Provider voluntarily placed on inactive status and no longer conducting reassessments for a time
- Provider unable to complete reassessments by the 15th day of the current month – additional months may be submitted early but not after the 15th day of the month that reassessments are due.

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IMPORTANT REMINDERS

- Notify the appropriate REV Team as soon as a reassessment is ready for review. Do not wait until the end of the month as it may delay the process.
- If a provider is looking for participant contact information, check the HCBS Web Tool.

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

CH/hw/ca

CC: Distribution Lists 3 & 4