



Missouri Department of Health and Senior Services

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PM-16-02  
VM-16-02

August 10, 2015

**MEMORANDUM FOR ALL HOME AND COMMUNITY BASED CARE PROVIDERS**

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

SUBJECT: RCF and ALF Authorization Clarification Changes in Web Tool

The purpose of this memorandum is to inform providers of Personal Care or Advanced Personal Care in either an Assisted Living Facility or Residential Care Facility (RCF/ALF PC and RCF/ALF APC) that the Home and Community Based Services (HCBS) Web Tool will be modified on Aug. 14, 2015 to display the calculation changes required in the Partial Settlement Agreement and Mutual Release, Cole County Circuit Court Case No. 12 AC-CC00789. The settlement agreement was effective Dec. 8, 2014 and as a result, all RCF/ALF PC and RCF/ALF APC providers are required to manually calculate the maximum monthly units for service delivery based upon the number of days in the month for participants with tasks to be delivered on a daily basis (Section C of the Agreement) until such time as the system is updated to reflect the calculation change.

DHSS assumes a 31-day month in calculating the monthly maximum number of personal care units for which each participant is eligible. For RCF/ALF PC and APC providers, when a participant's plan of care includes at least one task that is to be performed daily, the participant's monthly maximum allotment cannot be reached in a month containing fewer than 31 days.

Following implementation of the enhancements, participants with existing care plans in either the HCBS Web Tool or the Division's Legacy system (LTACS) will initially continue to display the maximum total monthly authorization based on a 31 day month. To ensure appropriate delivery of services, providers shall continue to use the manual calculation per the settlement agreement.

When manually determining compliance with the agreement, the following method shall be used:

- Step 1: Identify the daily tasks (tasks shown on the care plan as daily or with the frequency of seven times per week).
- Step 2: Identify the total number of minutes for these daily tasks in a week (this may appear directly on the care plan, or you can multiply the total number of daily task minutes by seven).
- Step 3: Divide the number in step two by fifteen. Round up to the nearest whole number (.5 or more rounds up). This gives you the daily task units per week.

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- Step 4: Divide the number in step three by seven. Round up to the nearest whole number (.5 or more rounds up). This gives you the daily task units per day.
- Step 5: Multiply the number in step four by the number of days fewer than 31 in the month. (Take the number from step four and multiply in by one for April, June, September, and November. Multiply it by three for February. Multiply it by two for February in a leap year.)
- Step 6: Take your total from step five and subtract it from the total number of authorized units. This gives you the new total of authorized units for your shorter month.

All care plans containing RCF/ALF PC, or RCF/ALF PC and RCF/ALF APC **posted** in the HCBS Web Tool as a result of a reassessment or care plan change on or after Aug. 14, 2015 will automatically reflect the authorization for specified services based on the calculation required by the settlement agreement. The monthly authorization will be displayed as a pop-up feature listing total authorized units for each month within the authorization period. The calculation will consider the number of days in the month of authorization for daily tasks authorized through either RCF/ALF PC, or RCF/ALF PC and RCF/ALF APC.

Any questions regarding the memorandum should be directed to the Bureau of Program Integrity at [programintegrity@health.mo.gov](mailto:programintegrity@health.mo.gov) or (573) 526-8557.