



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

Peter Lyskowski
Acting Director



Jeremiah W. (Jay) Nixon
Governor

PM-16-19
VM-16-19

April 7, 2016

MEMORANDUM FOR ALL HOME AND COMMUNITY BASED CARE PROVIDERS

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

SUBJECT: HCBS Provider Reassessment Communication and Calendar

To effectively manage communications related to the Home and Community Based Services (HCBS) provider reassessment process, the Division of Senior and Disability Services (DSDS) has developed the [HCBS Provider Reassessment Communication form](#) as well as established a designated email account, ProviderReassessments@health.mo.gov.

The form is to be completed by HCBS providers when there is a need for changes impacting the monthly reassessment lists. The HCBS provider must complete the form and submit to DSDS via the designated email account. Instances that may involve the use of the form are as follows:

- Requests to increase or decrease the number of reassessments to be processed, including changes in the service area;
- Request to withdraw from participation in the reassessment process; or
- Request for information related to SharePoint updates or access.

In order to allow changes to be applied to reassessment lists in a timely manner, providers must notify DSDS as soon as possible. The expectation is for DSDS to receive the requests before the monthly lists are processed and placed on the SharePoint site. Once a change has been implemented, it is to remain in place for at least 90 days. In the event of an unanticipated situation requiring an update to the lists before 90 days, an exception to the time frame may be requested. It continues to be important for all participating providers to review their lists at least monthly for updates.

A [calendar](#) has been established to assist in identification of training dates and determining time frames. The calendar, located with the [Provider Reassessment Information](#) on the DSDS website, will reflect dates that are essential to the reassessment process, including the following:

- Training dates
- Registration deadline for SharePoint
- Availability of new and revised monthly reassessment lists

Providers should routinely reference the [Provider Reassessment Information](#) on the DSDS website and become familiar with the information and resources it contains.

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.

PM-16-19
VM-16-19
April 07, 2016
Page 2 of 2

Note: As indicated in [PM/VM-14-09](#) questions or concerns not related to reassessment lists or SharePoint should continue to be directed to the appropriate [DSDS Regional Evaluation Teams](#).

Any questions regarding this memorandum should be directed to the HCBS Systems and Data Reporting Unit at ProviderReassessments@health.mo.gov.

CH/dt