



PM-17-36
 VM-17-36

March 29, 2017

MEMORANDUM FOR ALL HOME AND COMMUNITY BASED SERVICES PROVIDERS

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

Subject: Changes to Updated Reassessment Lists

The purpose of this memorandum is to inform Home and Community Based Services (HCBS) providers that participate in the completion of reassessments of a change in the process effective June 2017. As the Division of Senior and Disability Services (DSDS) continues to work toward a more streamlined provider reassessment process, the decision has been made to discontinue the assignment of additional reassessments on updated reassessment lists. Upon implementation of this process, the Additions column will be removed from the lists.

DSDS will continue to review the lists each month to identify participants who have lost their eligibility for services due to death, relocation, etc. These will be indicated in red on the list, and further emphasized by an 'X' in the Deletions column. Aside from those indicated as deleted, it is expected HCBS providers complete all reassessments on their lists. HCBS providers will continue to be notified when the lists are available on the SharePoint site. Lists are to be reviewed following each distribution to ensure all deletions are identified.

As a result of the modified process, there is an increased likelihood that a participant assigned to a reassessment list may have experienced a recent care plan update leading to a provider change or multiple providers. It is appropriate for the originally assigned HCBS provider to complete the reassessment although the circumstances have changed. HCBS providers will be reimbursed for all reassessments completed as long as the participant is on the assigned list and all reassessment criteria has been met.

As stated in [PM/VM-17-33](#), HCBS providers shall complete only those reassessments included on their list. If an HCBS provider identifies an issue with the distributed list that includes multiple participants, contact should be made with the HCBS Systems and Data Reporting Unit at providerreassessments@health.mo.gov. If necessary, the unit will coordinate the reassignment of any incorrect reassessments. Any reassignment of individual reassessments will occur at the discretion of the local [Regional Evaluation \(REV\) Team](#).

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If a participant is indicated on a list and the HCBS provider is unable to complete the reassessment for any reason, appropriate contact should be made with the REV Team immediately to ensure sufficient time for DSDS to complete the reassessment. At no time should HCBS providers delay contact with DSDS for notification of inability to complete a reassessment; the contact should occur as soon as the issue is identified.

Additional information regarding the completion of reassessments is available on the [DHSS website](#) and should routinely be referenced by HCBS providers. Any questions regarding this memorandum should be directed to the HCBS Systems and Data Reporting Unit at providerreassessments@health.mo.gov.

BG/tw