



**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: 1-800-735-2466 VOICE: 1-866-735-2460



**Randall W. Williams, MD, FACOG**  
Director

**Eric R. Greitens**  
Governor

PM-18-08  
VM-18-08

March 6, 2018

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

FROM: Venice Wood, Chief  
Bureau of Long Term Services and Supports  
Division of Senior and Disability Services

A handwritten signature in blue ink that reads "Venice Wood".

SUBJECT: HCBS Assessment Attestation Instructions

The HCBS Assessment Attestation instructions have been revised to include direction for when a participant refuses to sign or is physically unable to sign the notice.

The current or potential participant and/or their authorized representative shall review, sign and date the HCBS Assessment Attestation. If the participant refuses to sign the HCBS Assessment Attestation notice or is physically unable to sign the notice, the assessor should document the facts regarding why the participant signature was not obtained in HCBS Web Tool Case Notes.

Any questions regarding this memorandum should be directed to the Bureau of Long Term Services and Supports via e-mail at [ltss@health.mo.gov](mailto:ltss@health.mo.gov) or by phone at 573/526-8557

VW/ke

CC: Distribution Lists 3 & 4

[www.health.mo.gov](http://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.