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April 25, 2018

MEMORANDUM FOR ALL HOME AND COMMUNITY BASED SERVICES PROVIDERS

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

Venice Wood

SUBJECT: Provider Reassessment Process – Important Reminders

The purpose of this memorandum is to remind providers of the reassessment process and reiterate requirements set forth by the Division of Senior and Disability Services (DSDS). While the process has not been modified, it is recommended that all Home and Community Based Services (HCBS) providers assisting in the reassessment process review the Participation Requirements and the Reassessment Process information and adhere to policy directives. All such requirements are located at the following link <http://health.mo.gov/seniors/hcbs/reassessmentprocess.php>, along with other beneficial resources.

Below are some important requirements of the Provider Reassessment Process:

- Reassessments must be completed in person and shall include review of all assessment questions as well as the current care plan.
- Only those reassessments assigned by DSDS are to be completed and billed.
- Necessary documentation must be completed and entered into the HCBS Web Tool as soon as possible upon completion, but no later than the 15th day of the month it is due.
- The appropriate Regional Evaluation (REV) Team must be notified promptly upon entry of the reassessment and documentation into the HCBS Web Tool, via encrypted emails or fax.
- Contact the REV Team immediately if assigned reassessments cannot be completed for any reason.

In addition, providers must follow the policy and procedures outlined in reassessor training and the HCBS Manual (<http://health.mo.gov/seniors/hcbs/hcbsmanual/index.php>).

- Current versions of all forms are available at the above link and should be reviewed to ensure proper use.

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Providers must also utilize the Reassessment Guide for HCBS Providers (<http://health.mo.gov/seniors/hcbs/pdf/ReassessmentGuide.pdf>) to complete the following actions in the HCBS Web Tool:

- Update the Participant Case Summary Screen, including participant demographic details;
- Enter complete and accurate assessment information;
- Create a pending care plan on the Assessment screen;
- Thoroughly document the reassessment visit in Case Notes, as required by HCBS Policy 4.30, Case Notes Documentation; and
- Upload all required documents on the Case Activity screen:
 - See document list at <http://health.mo.gov/seniors/hcbs/reassessmentprocess.php>;
 - Refer to page 13 of the Reassessment Guide for instructions to upload documents.

Any questions regarding this memorandum or the provider reassessment process may be directed to the HCBS Systems and Data Reporting Unit at providerreassessments@health.mo.gov.

VW/RS