

# Provider Reassessor Bulletin

December 2022



Monthly Bulletins are your one-stop-shop for all last month's highlights!



WISHING YOU THE BEST IN 2023!!



## This Month's Spotlight

### Notification Portal:

Please ensure you are providing accurate information via the Notification Portal. Common portal errors include:

- Marking "other" as the reason an assessment was not completed when the appropriate reason is listed as an option.
- Entering incorrect participant DCN.

Errors made on the Notification Portal hinder the PRR team's ability to process these cases in a timely and efficient manner for our participants.

### Forms:

Please review instructions for each form used. These instructions can be found in the [HCBS Manual](#). Following the forms instructions will ensure you complete forms accurately and reduce remediation requests.

## Memos & Updates

### Memos:

- INFO 12-22-01: HCB Medicaid and Care Planning
- INFO 12-22-02: Community Mental Health Center Healthcare Homes
- HCBS 12-22-01: Home and Community Based Policy Manual Chapter 4 Updates
- HCBS 12-22-02: Index, Chapter 4 Introduction and Provider Reassessment Process Policy Updates

### Quick Guide Updates

- InterRAI Section A: Goals
- InterRAI Section S: Back Up Plan

## Important Information

### Use of Electronic Signatures

If utilizing an electronic signature to sign official DHSS/DSDS forms, you must create an e-signature based on your authentic handwritten signature. Typing your name into the form or using a font style that resembles a signature is not an appropriate signature. The use of an authentic signature decreases the chance of forgery as it makes it more difficult for other persons to replicate your signature.

- If the box asks for a printed name, this CAN be typed in the box.

Beginning in February 2023, remediation will be required if it appears that the signature on a form is only a typed name as opposed to an authentic e-signature.