



Missouri Department of Health and Senior Services

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Jane Drummond
Director

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MEMORANDUM FOR ALL CONSUMER DIRECTED SERVICES VENDORS

FROM: Brenda F. Campbell, Director *Brenda F. Campbell*
Division of Senior and Disability Services

SUBJECT: Documentation of Visits on Time Sheets

Feedback from the recent regional update meetings with home and community based services providers and vendors has prompted the Division to issue clarification regarding time sheet requirements. Specifically, the following criteria will clarify requirements regarding acceptable documentation when services are delivered multiple times on the same day.

- Each visit must be documented by showing clock time service delivery began and clock time the visit ended
- Consumer and attendant must initial for each visit
- Consumer and attendant must sign for each day of service; and
- The type of activities provided on each day of service must be documented

The above criteria (Reference: 19 CSR 15-8.400(4)(I)2.D., E., and F) can be documented on any form acceptable to the vendor. Any questions regarding this memorandum should be directed to the Bureau of Program Integrity via e-mail at programintegrity@dhss.mo.gov or by telephone at 573/526-8557.

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