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May 20, 2011

MEMORANDUM FOR ALL CONSUMER-DIRECTED SERVICES VENDORS

FROM: Markus Cicka, Director
Missouri Medicaid Audit and Compliance Unit

SUBJECT: Consumer Directed Services Reporting Revisions

The Missouri Medicaid Audit and Compliance Unit (“MMAC”) is the unit within the Missouri Department of Social Services (“DSS”), the single state agency responsible for the administration of the Medicaid Title XIX program in Missouri, charged with administering and managing Medicaid Title XIX audit and compliance initiatives and provider contracts under the Medicaid Title XIX program. One of MMAC’s responsibilities, as directed by the DSS, is to perform the functions and operations formerly under the Department of Health and Senior Services (“DHSS”), HCS Provider Contracts, which includes monitoring proposals and contracts in Missouri in accordance with any and all applicable federal and state laws and regulations.

In order to comply with provisions of 19 CSR 15-8.400 (7)(G) & (H) and the Independent Living Waiver, Vendors must complete and submit the Quarterly Financial Report and Quarterly Service Report for Consumer Directed Services.

To incorporate the transfer of HCS Provider Contracts to MMAC, the Quarterly Financial Report and instructions have been updated. The following changes were made to the Quarterly Financial Report and/or Instructions:

1. Header information changed to Missouri Department of Social Services, Missouri Medicaid Audit and Compliance Unit.
2. Changed mailing address to MMAC – Provider Contracts, 205 Jefferson St, 2nd Floor, PO Box 6500, Jefferson City, MO 65102.
3. Changed “SSBG/GR Number” to “Vendor Number” to be consistent with the participation agreement.
4. Added text box to “Signature of Authorized Certifying Official” to allow insertion of electronic signature.
5. Changed email address to mmac.ihscontracts@dss.mo.gov.

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6. Clarified the instructions for lines 12 and 13 that the CDS participants should be categorized between these two lines/categories based on the highest number of employees/attendants employed at the same time.

The Quarterly Service Report and instructions have also been updated for the transfer of HCS Provider Contracts to MMAC. The following changes were made to the Quarterly Service Report and/or Instructions:

1. Header information on page one changed to Missouri Department of Social Services, Missouri Medicaid Audit and Compliance Unit.
2. Changed mailing address to MMAC – Provider Contracts, 205 Jefferson St, 2nd Floor, PO Box 6500, Jefferson City, MO 65102.
3. Changed “SSBG/GR Number” to “Vendor Number” to be consistent with the participation agreement.
4. Added text boxes to “Plans Amended”.
5. Added text box to “Signature of Authorized Certifying Official” to allow insertion of electronic signature.

The revised report forms are available on the Department of Health and Senior Services’ website at www.health.mo.gov. To access the forms, select each of the following links: Senior and Disability Services, Home/Community Based Services, then Applications & Forms.

Any questions regarding this memorandum should be directed to MMAC - Provider Contracts via e-mail at mmac.ihscontracts@dss.mo.gov.

MC/JO

CC: Distribution List 4