



Missouri Department of Health and Senior Services

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MEMORANDUM FOR ALL CONSUMER DIRECTED SERVICES VENDORS

FROM: Celesta Hartgraves, Director *Celesta Hartgraves*
Division of Senior and Disability Services

SUBJECT: Home and Community Based Services (HCBS) Web Tool Transportation Authorization

Effective December 23, 2011, enhancements were made to the Home and Community Based Services (HCBS) Web Tool. Included in the enhancements was a change in the way transportation is authorized for Consumer Directed Services (CDS) consumers.

Traditionally, transportation was separated into specific categories, including weekly transportation for shopping and errands, medical appointments, and additional transportation needs. In the updated HCBS Web Tool, one category of transportation, entitled Essential Transportation, exists. Essential Transportation is inclusive of all appropriate transportation needs, regardless of the purpose or the frequency of the transportation. Per VM-11-20, dated May 18, 2011, transportation to and from a Medicaid-covered medical appointment is not a component of the Personal Care program. Only under the circumstances defined in VM-11-20 would transportation to and from medical appointments be authorized in the HCBS Web Tool.

When Essential Transportation is authorized by Division of Senior and Disability Services (DSDS) staff, it will display on the task line when the prior authorization is viewed or printed from the Participant Case Summary screen of the HCBS Web Tool. The display does not specify details of how the Essential Transportation is to be delivered. The Case Notes section of the Case Activity screen within the HCBS Web Tool shall contain a note created by DSDS staff to specify delivery of the task. This note shall contain the reason for the transportation, the time allowed, and the frequency.

If you need assistance in utilization of the HCBS Web Tool, you may reference the HCBS Web Tool PowerPoint at <http://health.mo.gov/seniors/hcbs/>.

As continued development occurs to improve the functionality of the HCBS Web Tool, CDS Vendors should anticipate additional changes. Further clarification will be provided in subsequent memorandums as the changes are implemented.

Any questions regarding this memorandum should be directed to the Bureau of Program Integrity via e-mail at programintegrity@health.mo.gov or by phone at 573-526-8557.

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