



HCBS-01-18-01

January 5, 2018

**MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES**

From: Jessica Bax, Deputy Director  
 Division of Senior and Disability Service

Subject: Policy Revisions and Additions

➤ Home and Community Based Services (HCBS) Manual Index	Revised to include the addition of the following new policies: Final Rule Medicaid HCBS policy, Health Care Professional Inquiry Form and Instructions, and Service Coordination. Additionally, the Participant Choice Statement has been revised and includes new appendices. Removal of PACE from Index.
➤ 1.20 Final Rule Medicaid HCB	New policy which defines HCBS settings and Person Centered Care Planning requirements in Medicaid HCBS Waiver programs.
➤ 3.00 Home and Community Based Services (HCBS) Introduction	Revised to remove CIMOR and PACE from Index and other minor revisions.
➤ 3.05 Basic Personal Care – State Plan (Agency Model)	Revisions to policy to include the addition of language regarding the new Service Coordination policy and cost maximum information. Other minor edits or rearrangements throughout.
➤ 3.10 Advanced Personal Care - State Plan (Agency Model)	Revisions to policy to include the addition of language regarding the new Service Coordination policy. Other minor edits or rearrangements throughout.
➤ 3.15 Authorized Nurse Visits – State Plan (Agency Model)	Revisions to policy to include the addition of language regarding the new Service Coordination policy and cost maximum information related to Adult Day Care. Other minor edits or rearrangements throughout.

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➤ 3.25 Personal Care – State Plan (Consumer Directed Model)	Revisions to policy to include the addition of language regarding the new Service Coordination policy, self-direction requirements and cost maximum information. Other minor edits or rearrangements throughout.
➤ 3.31 Adult Day Care Waiver	Revisions to policy to include the addition of language regarding the new Service Coordination policy and other minor edits or rearrangements throughout.
➤ 3.40 Home Delivered Meals (ADW)	Revisions to policy to include the addition of language regarding the new Service Coordination policy and other minor edits or rearrangements throughout.
➤ 3.45 Homemaker (ADW)	Revisions to policy to include the addition of language regarding the new Service Coordination policy, HCB Miller Trust eligibility and other minor edits or rearrangements throughout.
➤ 3.50 Respite Care (ADW)	Revisions to policy to include the addition of language regarding the new Service Coordination policy and other minor edits or rearrangements throughout.
➤ 3.51 Adult Day Care (ADW)	Revisions to policy to include the addition of language regarding the new Service Coordination policy and other minor edits or rearrangements throughout.
➤ 3.55 Independent Living Waiver	Revisions to policy to include the addition of language regarding the new Service Coordination policy, information related to the approval process and other minor edits or rearrangements throughout.
➤ 4.00 HCBS Processes Introduction	Revisions to policy to include the addition of language regarding the new Service Coordination policy and revisions to the language regarding Web Tool. The index has been revised to include the addition of the new policies. Other minor edits or rearrangements throughout.
➤ 4.00 Appendix 1-Collateral Contacts	Revisions to include current information. The section regarding DMH services has been moved to the new Department of Mental Health Service Coordination Policy (4.35.1).

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<p>➤ 4.00 Appendix 2a- Participant Choice Statement Instructions (Agency, CDS, and Adult Day Care)</p>	<p>The Participant Choice Statement has been revised. Appendix 2a has been developed for Agency, CDS, and Adult Day Care only.</p>
<p>➤ 4.00 Appendix 2b- Participant Choice Statement Instructions (RCF/ALF)</p>	<p>The Participant Choice Statement has been revised. Appendix 2b has been developed for RCF/ALF only.</p>
<p>➤ 4.00 Appendix 2c- Adult Day Care Participant Rights and Responsibilities</p>	<p>The Rights and Responsibilities have been revised and are now separate from the Participant Choice Statement as appendices.</p>
<p>➤ 4.00 Appendix 2d- Agency Model Participant Rights and Responsibilities</p>	<p>The Rights and Responsibilities have been revised and are now separate from the Participant Choice Statement as appendices.</p>
<p>➤ 4.00 Appendix 2e- CDS Participant Rights and Responsibilities</p>	<p>The Rights and Responsibilities have been revised and are now separate from the Participant Choice Statement as appendices.</p>
<p>➤ 4.00 Appendix 2f- RCF/ALF Personal Care Participant Rights and Responsibilities</p>	<p>The Rights and Responsibilities have been revised and are now separate from the Participant Choice Statement as appendices.</p>
<p>➤ 4.00 Appendix 6 -Customer Information Management, Outcomes, and Reporting (CIMOR)</p>	<p>Revisions made to policy to provide additional details related to accessing and utilizing the program. Revised appendix identifier to reflect new location within the manual.</p>
<p>➤ 4.00 Appendix 7- Department of Mental Health, Division of Developmental Disabilities Contact Information</p>	<p>Revised to reflect current contacts and location information.</p>
<p>➤ 4.00 Appendix 13- Healthcare Professional Inquiry Form and Instructions</p>	<p>New form developed to assist in deciding whether or not a participant has the ability to self-direct in the Consumer Directed Services program.</p>
<p>➤ 4.20 Person Centered Care Planning Maintenance</p>	<p>Inserted a reference to the new Service Coordination policy. Removal of LTACS information and applicable special considerations section. Relocation of CDS information to the Personal Care-State Plan (Consumer Directed Model) Policy- (3.25). Revisions to the cost maximum information and other minor edits and rearrangements throughout.</p>

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➤ 4.35 Service Coordination Policy	New Policy Index which acts as a guide that aides in determining potential eligibility for services and the process for care plan coordination. Information regarding DMH within Policy 4.00 Appendix 1 has been removed and added to this policy.
➤ 4.35.1 DMH Service Coordination	New Policy and first release for the Service Coordination policy.
➤ 5.00 Adverse Actions	Revised policy to add guidance for circumstances when care plan changes are made after the initial adverse action. Addition of clarifying language regarding SIU forms and self-reports of CDS fraud.
➤ 6.00 Appeal and Hearings Process	Revised policy to add requirements for an index of hearing packet exhibits and clarification added regarding logistics for hearings.

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These added and revised policies have been posted in the HCBS Policy Manual located on the DHSS Internet at the following link: <http://health.mo.gov/seniors/hcbs/hcbsmanual/index.php>.

Questions should be directed to the Bureau of Long Term Services and Supports at 573/526-8557 or via e-mail at [LTSS@health.mo.gov](mailto:LTSS@health.mo.gov).

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