



Missouri Department of Health and Senior Services

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MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES STAFF

FROM:

Verena Cox, Bureau Chief
Bureau of Long Term Services and Supports

SUBJECT:

Residential Care Facility (RCF)/ Assisted Living Facility (ALF) Assessment and Care
Planning Guidance

This memorandum is to remind Home and Community Based Services (HCBS) staff and provider reassessors of the expectations when completing an assessment in a residential care facility (RCF) or an assisted living facility (ALF) setting.

All assessors (both DSDS and provider reassessors) **must** meet with facility staff at each assessment and review the participants chart and treatment plan, obtain any other needed information to conduct an accurate assessment, and verify any information provided by the participant during assessment.

Assessors shall consider the unique needs of someone with a mental health diagnosis when completing an assessment and the care planning process. For example, assistance needed for diseases like Schizophrenia, Bi-Polar disorder and Schizoaffective Disorder present different from physical disabilities. Individuals with a mental health diagnosis may exhibit hallucinations, delusions, lack of motivation to perform everyday tasks/activities (like bathing), difficulty focusing, difficulty understanding questions and making decisions, irritability, and challenges organizing their thoughts. In some cases, these symptoms may require additional care and assistance from the facility staff to ensure the needs of the participant are met.

Assessors are also reminded that while prompting and cueing alone is not a task that may be authorized, it **may be** authorized if incorporated with a hands-on subtask.

The [RCF/ALF Quick Guide](#) has been updated to provide more detailed guidance and examples related to working with participants with a mental health diagnosis. It also provides more specific information regarding suggested times and frequency of the care plan. Please review the updated guide to ensure consistency of assessments and care planning in RCF/ALFs.

Questions regarding this memorandum should be directed to the Bureau of Long-Term Services and Supports (BLTSS) via e-mail at LTSS@health.mo.gov

VC/am

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