



**Missouri Department of Health and Senior Services**

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INFO 05-21-01

May 20, 2021

**MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES STAFF AND STAKEHOLDERS**

**FROM:** Jessica Bateman, Bureau Chief  
Bureau of Home and Community Based Services Intake & Person Centered Care Planning

**SUBJECT:** Change to Provider Reassessment Due Date

This memorandum is to inform Home and Community Based Services (HCBS) Type 27 Providers and Provider Reassessors of a process update pertaining to Provider Reassessment due dates.

Effective July 1<sup>st</sup> 2021, all HCBS Provider Reassessments (including all corresponding documentation and notification of completion) are due to the DSDS Provider Reassessor Review Team no later than the last calendar day of the month preceding the month a participant’s care plan is scheduled to expire. To illustrate, assignments with care plans expiring in July should be turned into DSDS no later than June 30, 2021. The following table demonstrates the new due date of Provider Reassessments.

<b>Provider Reassessment Due End of Month</b>	<b>Month Care Plan Expires</b>
December	January
January	February
February	March
March	April
April	May
May	June
June	July
July	August
August	September
September	October
October	November
November	December

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This change will ensure DSDS has the time necessary to ensure quality and accuracy in the Provider Reassessment Review process. The DSDS Provider Reassessor Review Team will review and approve Provider Reassessments and care plans by the end of the month in which a participant's care plan is scheduled to expire.

Provider Reassessors should continue to follow all other guidance on the [Provider Reassessment Information](#) webpage and [HCBS Manual](#) when completing reassessments and developing care plans.

Any questions regarding this memorandum should be directed to the DSDS Provider Reassessor Review Team at [ProviderReassessmentReview@health.mo.gov](mailto:ProviderReassessmentReview@health.mo.gov).

JB