



Missouri Department of Health and Senior Services

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June 16, 2021

MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES STAFF AND STAKEHOLDERS

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

A handwritten signature in black ink, appearing to read "Verena Cox".

SUBJECT: Residential Care Facilities/Assisted Living Facilities (RCF/ALF) Care Plan Authorizations

This memorandum is to provide guidance to RCF/ALFs and DSDS staff regarding the authorization of the "effective date" on a care plan for an RCF/ALF participant to receive Personal Care (PC).

An RCF/ALF shall notify the Person Centered Care Planning (PCCP) Team of a provider change, as a result of a newly admitted resident, in need of PC within two weeks of admission. The notification by the RCF/ALF to the PCCP Team will ensure the effective date will be the same date as the admission date. If an RCF/ALF notification is submitted to the PCCP Team beyond the two weeks of admission, then the effective date will be established as the date the notification was received.

RCF/ALF notifications are to be submitted to the PCCP Team through the online [PCCP Request Form](#). Please refer to [HCBS 04-21-01](#) regarding the Online PCCP Request Form.

Please note that authorizations for new referrals needing an initial assessment cannot be backdated. The effective date for new referrals will be the date of assessment. New referrals are submitted through the [Online HCBS Referral Form](#).

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/rr

www.health.mo.gov

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