



Missouri Department of Health and Senior Services

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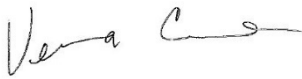


Michael L. Parson
Governor

INFO 09-22-02

September 26, 2022

MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES STAFF AND STAKEHOLDERS

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

SUBJECT: HIPAA Forms Process Update

This memorandum is to remind Home and Community Based Services (HCBS) staff and stakeholders of the requirement that a signed copy of the [Privacy Policies Acknowledgement](#) form is to be obtained and uploaded in the Web Tool case record.

Per [Confidentiality Requirements](#), all HCBS participants shall be given a copy of the DHSS [Notice of Privacy Practices](#) during the initial face-to-face (re)assessment. Assessors are required to explain this Notice to the participant/guardian and have the participant/guardian sign the [Privacy Policies Acknowledgement](#) form stating the Notice was received. This form must be uploaded into the case record to maintain compliance with federal and state requirements.

Although the Privacy Policies Acknowledgment form is only required to be signed and uploaded at the initial assessment, participants who received an initial assessment via phone during the COVID pandemic, March 2020 - August 2022, do not have a signed Privacy Policies Acknowledgment form in the case record. As we transition from COVID processes, it is important case records are updated to meet requirements. At the next annual face-to-face assessment, DSDS assessors and provider reassessors shall complete and upload the Privacy Policies Acknowledgment form for all participants without a current hard copy uploaded into Web Tool. Reviewing the attachments section of a case will help determine if a physically signed form is needed at time of reassessment.

Questions regarding this memorandum should be directed to Quality Assurance Unit at QIQA@health.mo.gov.

VC/jcs

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.