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MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES PROVIDERS

From: Terri Woodward, HCBS Systems and Data Reporting Unit *Jeri L. Woodward*
 Division of Senior and Disability Services

Subject: New Provider Reassessment Information Site

To streamline interaction with the Division of Senior and Disability Services (DSDS) related to the provider reassessment process, a new information site has been established. Effective upon receipt of this memorandum Home and Community Based Services (HCBS) reassessment providers shall utilize the Provider Reassessment Information site located at <https://www.surveymonkey.com/r/S8V87YC>. From this location, HCBS reassessment providers shall:

- Register for provider reassessment training. The provider agency must be enrolled as a Medicaid provider type 27 and have reassessors who meet the necessary qualifications prior to registering for training.
- Register for SharePoint in order to access reassessment assignments. HCBS providers must receive training certification prior to registering for SharePoint.
- Communicate issues involving utilization of SharePoint or accessing the assigned reassessments.
- Inform DSDS of any changes impacting the reassessment process or assignments. This includes changes to a provider agency name, contact information, email update or a request to withdraw or a change in coverage area.

Upon accessing the Provider Reassessment Information site, HCBS providers shall select from the options available. The user will be directed to a specific page created to obtain information relevant to the request. All required fields must be completed before submitting. DSDS will email notification to the provider agency once the information has been reviewed and processed.

Additional information regarding the completion of reassessments is also available on the [DSDS website](#) and should routinely be referenced by HCBS providers.

Any questions regarding this memorandum should be directed to the HCBS Systems and Data Reporting Unit at providerreassessments@health.mo.gov.

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