



MISSOURI DEPARTMENT OF SOCIAL SERVICES
MISSOURI MEDICAID AUDIT AND COMPLIANCE UNIT
TYPE 27 PROVIDER REASSESSOR PARTICIPATION TERMS AND CONDITIONS

1. The provider must maintain enrollment in the Medicaid Personal Care program, Aged and Disabled Waiver program, Independent Living Waiver program and/or Adult Day Care Waiver program. Failure to maintain enrollment in any of these programs or failure to maintain residential care facility or adult day care licensure will automatically terminate this agreement.
 2. All provider staff performing and entering reassessments must meet one of the following experience and education requirements:
 - A bachelor's degree from an accredited college or university;
 - A Registered Nurse (RN) who is licensed and in good standing in Missouri;
 - A Licensed Practical Nurse (LPN) who is licensed and in good standing in Missouri with 1 or more years of experience working as an LPN;
 - One or more years of experience as a Social Services Specialist;
 - Four or more years of experience with the Division of Senior and Disability Services (DSDS) or an Area Agency on Aging; OR
 - Multilingual and approved through DSDS.
 3. In addition to the experience and educational requirements outlined above, provider staff performing and entering reassessments must complete training provided by DSDS. Required training topics include Medicaid eligibility, programs/services, InterRAI, proper documentation and person centered care planning. A score of 80% or greater must be received on the post training test. Certificate of training completion must be maintained by the provider. Trainers certified through the Train the Trainers course may no longer train new provider reassessors. All reassessors trained before (September 1, 2021) by these trainers may continue acting as reassessors. Providers shall submit a list of all existing reassessors established prior to the implementation date of this revised contract and maintain supporting documentation for these reassessors.
 4. Provider reassessors act as DSDS' designee and are therefore held to the same expectations of DSDS assessors. All provider staff performing reassessments and overseeing staff must comply with all regulations, policies, manuals, trainings, and memorandums issued by DSDS. DSDS will notify providers if a reassessor fails to meet expectations. Upon notification of failure to meet expectations, the reassessor in question shall immediately discontinue performing reassessments as DSDS' designee. The Missouri Medicaid program reserves the right to recoup funds paid to a provider for a reassessment conducted by a suspended reassessor.
 5. DSDS reserves the right to adjust the volume of reassessments assigned to participating providers at any time due to administrative reasons.
 6. For previously trained reassessors hired by another provider, in addition to all other hiring and training requirements, the provider must verify prior assessor training. Documentation of training completion must be maintained in the employee's personnel file.
 7. Utilization of any person to perform reassessments in violation of these provisions shall constitute a material breach of this agreement. Reimbursement for any services provided in breach of these provisions shall not be made by the Missouri Medicaid program and any reimbursement for services performed in violation of these provisions shall be repaid to the Missouri Medicaid program.
 8. All reassessments must be conducted using assessment tools provided by DSDS.
 9. The provider must maintain internet access, enroll in CyberAccess and register for SharePoint. CyberAccess is the system that is utilized for the data entry of the reassessment information. For information on CyberAccess, go to <http://health.mo.gov/seniors/hcbs/> and choose HCBS Web Tool Instructional Guide. SharePoint registration is required in order to obtain the list of participants to be reassessed by the provider agency. Register for SharePoint at: <https://webapp03.dhss.mo.gov/snapwebhost/surveylogin.asp?k=133642580427>.
 10. DSDS will assign reassessments to providers which shall be completed by the date specified by DSDS. The reassessor is required to complete both the reassessment and the corresponding CyberAccess case note entries. A third party employed by provider may assist in the data entry of the care plan and InterRAI information completed by the reassessor. All parties conducting the reassessment and completing entry into CyberAccess must meet the qualifications outlined above. Providers may only submit a claim for completed reassessments assigned by DSDS. Upon completion and entry of the reassessment, notification shall be submitted to DSDS electronically within 5 business days of the assessment date, not to exceed the specified deadline. Any requested remediation by DSDS must be completed within requested timeframes. The rate of reimbursement for services will be based on charges established and determined by the MO HealthNet Division.
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I hereby certify that I am an authorized signer of this document, that I am an individual or representative of the provider and a fully authorized agent to execute this agreement on behalf of the provider under authority granted by said provider.

PROVIDER NAME	
NATIONAL PROVIDER IDENTIFIER (NPI)	TELEPHONE NUMBER
SIGNATURE OF OWNER OR ADMINISTRATOR	TITLE OF PERSON SIGNING
PRINT NAME OF PERSON SIGNING	DATE SIGNED

RETURN TO

Missouri Medicaid Audit and Compliance

Fax to 573-634-3105

OR

E-mail to MMAC.IHSContracts@dss.mo.gov