

12/6/23

Developmental Disabilities (DD) Health Home Draft Provider Operations Manual Open for Comment

[DD Health Home Draft Provider Operations Manual](#) is open for comment. Comments may be sent to DDHealthHome@dmh.mo.gov by January 4, 2024.

Recent revisions (in red) include:

- Section 5.1 Staffing Ratios:
 - DD HH Director (1 Full Time Employee (FTE)/**750** individuals)
 - Nurse Care Manager (NCM) (1 FTE/**150** individuals)
- Section 10.1 DD HH Initial Meeting with Eligible Individuals: The initial meeting with the individual **may** be face-to-face (telehealth with visual option is considered face-to-face) **or audio-only** and must be documented by a brief progress note in the individual's medical record stating the meeting occurred, who met with the individual, and any other pertinent information regarding the enrollment. **All individuals being served via telehealth and/or audio-only require an in-person service within 6 months of beginning services and then every 12 months following.**
- Section 12: Health Screen Policy and Documentation: All individuals enrolled in DD HH must have a formal Health Screen completed **within 90 days of DD HH enrollment and annually thereafter. If additional time is needed to complete the formal Health Screen, an extension can be requested from the Division of DD.** The purpose of the Health Screen is to identify health issues which will guide DD HH healthcare goals, address the individual's physical health conditions/health risks, and considers the whole person in order to support the needs of individuals with IDD. The DD HH NCM is the staff responsible for completing a formal Health Screen. The health information which is gathered should be documented on a Health Screen form utilized by the agency.