



INFORMATIONAL LETTER NO. 2527-MC-FFS

DATE: December 6, 2023

TO: Iowa Medicaid Enrolled Long-Term Services and Supports (LTSS), Home- and Community-Based Services (HCBS) Waiver and Habilitation Providers

APPLIES TO: Managed Care (MC), Fee-for-Service (FFS)

FROM: Iowa Department of Health and Human Services (HHS), Iowa Medicaid

RE: 2023 HCBS Provider Quality Self-Assessment

EFFECTIVE: Upon receipt

[Iowa Medicaid announces the release of the 2023 Home and Community Based Services \(HCBS\) Provider Quality Self-Assessment¹](#). The HCBS Provider Quality Self-Assessment form can be found on the [HHS website²](#) - scroll to the middle of the webpage - and is **due December 31, 2023**. The form has been updated and prior year's versions will not be accepted.

The separate Address Collection Tool has been discontinued for 2023 and replaced with ongoing reporting requirements for new and closing HCBS settings as outlined in [Informational Letter 2492³](#). As part of the review of the 2023 HCBS Provider Quality Self-Assessment, HCBS Specialists will provide technical assistance and work with organizations to validate previously reported settings.

HCBS providers of Iowa's seven waivers or Habilitation enrolled for any of the following services are required to complete this annual HCBS Provider Quality Self-Assessment:

- Adult Day Care
- Agency Consumer-Directed Attendant Care (CDAC)
- Assisted Living Service
- Behavior Programming (Brain Injury Waiver)
- Counseling (AIDS/HIV Waiver)
- Day Habilitation

¹ <https://hhs.iowa.gov/media/10220/download?inline>

² <https://hhs.iowa.gov/programs/programs-and-services/policies-rules-and-regulations/home-and-community-based-services-hcbs-waivers-program>

³ <https://secureapp.dhs.state.ia.us/IMPA/Information/Bulletins.aspx>

- Elderly Waiver Case Management
- Family and Community Support Services (Children's Mental Health Waiver)
- Family Counseling and Training (Brain Injury Waiver)
- Home-Based Habilitation
- In-Home Family Therapy (Children's Mental Health Waiver)
- Interim Medical Monitoring and Treatment (IMMT)
- Medical Day Care for Children
- Mental Health Outreach (Elderly Waiver)
- Prevocational Services
- Residential-Based Supported Community Living (RBSCL)
- Respite
- Supported Community Living (SCL)
- Supported Employment (SE)

Training:

HCBS providers required to submit an annual HCBS Provider Quality Self-Assessment must participate in a [recorded webinar](#)⁴ available on the [HHS website](#)⁵. This webinar provides instructions for completing and submitting this required document. A Frequently Asked Questions (FAQ) document is also maintained and posted on the HHS website.

A complete and accurate self-assessment must be received no later than December 31, 2023. Failure to submit by December 31, 2023, will jeopardize an organization's Medicaid enrollment, including managed care contracts, and may result in a sanction of payment suspension.

The Quality Improvement Organization (QIO) HCBS unit will confirm receipt of submitted self-assessments. HCBS Specialists will review submissions and notify the HCBS provider of incomplete or unacceptable submissions. Timely remediation is required for incomplete or unacceptable submissions. Questions about this informational letter or regarding the 2023 HCBS Provider Quality Self-Assessment should be directed to your organization's assigned [HCBS Specialist](#)⁶. Specialists are assigned based on the county where the parent agency is located.

⁴ <https://register.gotowebinar.com/recording/574780034043263580>

⁵ <https://hhs.iowa.gov/programs/programs-and-services/policies-rules-and-regulations/home-and-community-based-services-hcbs-waivers-program>

⁶ <https://hhs.iowa.gov/programs/programs-and-services/policies-rules-and-regulations/home-and-community-based-services-hcbs-waivers-program>