Participant Re-Assessment/PCSP Review Checklist

At 90-day Reassessment:

* Review NFLOCD eligibility:
	+ If Medically Eligible
		- Continue with Reassessment, no need to complete new NFLOCD
	+ If No Longer Medically Eligible
		- Complete NFLOCD with participant
			* Write up Door 0 summary to be submitted with NFLOCD
		- Inform participant of closure and right to appeal decision through secondary review and/or State Fair Hearing
		- Mail Advance Action Notice citing closure due to NFLOCD
			* Case closure and service stop date is set 10 days from determination of ineligibility
		- Assist in discharge planning
			* Refer the participant to alternate agencies to assist with services. Make referrals on participant’s behalf if requested
* Complete Assessment in COMPASS
	+ All Sections - RN & SW
* Review Person-Centered Plan of Care
	+ Review Goals – update with date
	+ Review Interventions
	+ Participant signs paper copy of current PCSP
* Plan of Care Signature Sheet
	+ Signed by both Participant and Supports Coordinator
* Review Client Handbook and discuss in more detail

At Annual Reassessment:

* Complete Annual NFLOCD
	+ If Medically Eligible
		- Submit Annual NFLOCD to Case Tech for data entry
		- FOC must be completed and signed by participant or legal representative
	+ If No Longer Medically Eligible
		- Write up Door 0 summary to be submitted with NFLOCD
		- Inform participant of closure and right to appeal decision through secondary review and/or State Fair Hearing
		- Mail Advance Action Notice citing closure due to NFLOCD
			* Case closure and service stop date is set 10 days from determination of ineligibility
		- Assist in discharge planning
			* Refer the participant to alternate agencies to assist with services. Make referrals on participant’s behalf if requested
* Complete Assessment in COMPASS
	+ All Sections - RN & SW
* Review Person-Centered Plan of Care
	+ Review Goals – update with date of assessment
	+ Review Interventions
	+ Participant signs paper copy of PCSP
* Plan of Care Signature Sheet
	+ Signed by both Participant and Supports Coordinator
* Complete Annual Consent and Authorization
	+ Original Copy for UPCAP file
	+ Carbon copy provided to client
* Review Agency Folder and contents
	+ Review of Rights and Responsibilities and Participant Handbook
	+ Review Critical Incidents and how to report them
* Review Back up Plan

Person Centered Service Plan Review

180 Day In-Person Review:

* Review Person-Centered Plan of Care in person
	+ Review Goals w/ participant– update COMPASS PCSP with date
	+ Review Interventions with participant
	+ Participant signs paper copy of PCSP for Participant File
* Provide Participant with paper copy of Person-Centered Service Plan and Service Summary
* Update Progress Notes
	+ Type: Person-Centered Planning Meeting