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