

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 Participant 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 participant
- 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