

# 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
    - Medication section must be checked by the RN SC.
- If SW SC completed the full reassessment, RN SC must document a review of the entered medications in the participant record
- Review Person-Centered Plan of Care
  - Review Goals – update with date
    - Note any barriers to the participant meeting their goals
  - 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
    - Medication section must be checked by the RN SC.
  - If SW SC completed the full reassessment, RN SC must document a review of the entered medications in the participant record
- Review Person-Centered Plan of Care
  - Review Goals – update with date of assessment
    - Note any barriers to the participant meeting their goals
  - 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
    - Note any barriers to the participant meeting their goals
  - 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