

Participant Re-Assessment

- Within 90 days of Initial Assessment, then annually thereafter
- OR**
- If there is a significant change in the participant's health or functional status, or significant changes in the participant's network of allies.

Both SW SC and RN SC Complete Assessment

- Complete **iHC-RA Assessment** within 2 business days of in-person visit
 - Both disciplines check the assigned boxes below to signify completion

SW SC Responsibilities

- Case File (Participant Info)
- SW Assessment & Certification Checkbox
- Caregivers
- Durable Medical Equipment *can be completed by RN SC

RN SC Responsibilities

- RN Assessment & Certification Checkbox
- Other or Primary Diseases
- Medications
- Medical Providers
- Pharmacies

- Review **PCSP** and complete **PCSP Goal Review** within 5 business days of in-person visit
 - Both disciplines check the PCSP boxes to signify completion

Primary SC Responsibilities:

- Finalize full **COMPASS Assessment** – within 7 calendar days
 - Verify Assessment & PCSP is checked by both disciplines
- If there are changes to the PCSP:
 - Mail updated **Back-Up Plan** and new **PCSP** once finalized and services started.
 - Submit **Work Orders** for requested/approved services
 - If provider is not on Vendor View, mail or fax copy to them.

Participant Moves Residences

- Primary SC is responsible for completing an in-person home visit within 7 calendar days of the move.
- Documentation of home visit and review of home environment must be entered into the progress notes.

Primary SC Completes Assessment

- Complete **iHC-RA Assessment** within 2 business days of in-person visit
 - If only one discipline completes the assessment, they are responsible for completing and checking the boxes for all elements to signify completion.

- SW Assessment and Certification Checkbox
- RN Assessment & Certification Checkbox
- Caregivers
- Durable Medical Equipment
- Other or Primary Diseases
- Medications - ****MUST BE FINALIZED BY RN SC**
- Medical Providers
- Pharmacies

- Review **PCSP** and complete **PCSP Goal Review** within 2 business days of in-person visit
 - Check the PCSP boxes to signify completion
- Notify other SC discipline (Secondary SC) of completed Reassessment and complete an Interdisciplinary Consultation to review for accuracy.
- The Secondary SC has 2 business days to review the Reassessment and PCSP for accuracy and document the interdisciplinary review in the participant's progress notes.
- If there are any issues noted during the review, the Secondary SC will notify the Primary SC. The Primary SC has 1 business day to make the necessary changes to the Reassessment and PCSP in COMPASS and finalize it.
 - If there are concerns noted during the reassessment that warrant a home visit by the other discipline, one will be scheduled within 7 calendar days.
 - If the Secondary SC is unable to review the Reassessment, an assessment addendum note will need to be completed.
- If the SW SC completed the medication section, the RN SC must review, document in the progress notes, and check the Medications box within the COMPASS Assessment
- Finalize full **COMPASS Assessment** – within 7 calendar days of in-person visit.
- If there are changes to the PCSP
 - Mail updated **Back-Up Plan** and new **PCSP** once finalized and services started.
 - Submit **Work Orders** for requested/approved services
 - If provider is not on Vendor View, mail or fax copy to them.