

<b>Title:</b> Adult Day Services Integrated Plan of Care	<b>CREATED:</b> <b>By: Chrystal Wofford</b>	
	<b>ELECTRONIC FILE NAME:</b> Adult Day Services Integrated Plan of Care	
	<b>EFFECTIVE DATE: May 1, 2019</b>	
<b>OPERATIONS POLICY:</b> IDoA will implement policy and procedures for completion of Person Centered Adult Day Services (ADS) Plan of Care Addendum.	<b>Last Revisions:</b>	<b>By:</b>
	<b>Approved By:</b> Lora McCurdy	<b>Date:</b> April 9, 2019
<b>Search Word(s):</b> Person Centered ADS Plan of Care Addendum (IL 402-1197)	<b>Pertains to:</b> <input checked="" type="checkbox"/> CCU <input checked="" type="checkbox"/> Adult Day Service For Informational Purposes Only: <input type="checkbox"/> In-Home Service <input type="checkbox"/> Emergency Home Response Service <input checked="" type="checkbox"/> Other: Managed Care Organizations (MCOs)	
<b>REQUIREMENT:</b> All Adult Day Service Providers, Care Coordination Units and Managed Care Organizations will follow IDoA's policy and procedure for completion of the Person Centered Adult Day Services Plan of Care Addendum (IL 402-1197).	<b>RULE REFERENCE:</b> 240.230 240.1550 <b>OTHER REFERENCE(s):</b> CFR 440.300	
	<b>Rescinds Previous IDoA Policy:</b>	
	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes
	<b>Title:</b>	<b>Date:</b>

## **PURPOSE:**

The purpose of this policy is to inform Adult Day Service Providers (ADS), Care Coordination Units (CCU) and Managed Care Organization (MCO) of the mandatory requirements for effective collaboration related to the development of an integrated person-centered plan of care per guidance provided by the federal Centers for Medicare and Medicaid Services (CMS). Community Care Program (CCP) participants who participate in Adult Day Services must have ALL waiver services and supports (informal and formal) incorporated into one integrated Plan of Care (POC) utilizing the ADS Addendum as the template.

## **POLICY:**

Adult Day Service Providers are required to utilize the **new** Person-Centered ADS Plan of Care Addendum (IL 402-1197) for ALL Community Care Program (CCP) participants. The ADS Addendum shall be completed at least annually and updated as the needs of the participant change. *It shall be the responsibility of the provider to advise the CCU/MCO of any change in the participant's physical/mental/environmental needs that the provider, through the direct service worker/supervisor, has observed, when the change would affect the participant's eligibility or service level or would necessitate a change in the person-centered plan of care. **If the change meets the criteria for Critical Event reporting (see Critical Event Reporting Update Policy) the ADS shall complete a Critical Event Report.***

## **PROCEDURES:**

To ensure the development of an integrated plan of care, the following procedures must be utilized by the **CCU**.

- 1) Once the Person-Centered Planning process has been completed by the CCU/MCO and the participant has selected the ADS provider the CCU/MCO will contact the ADS via secure email, fax or phone.
- 2) The CCU will send the ADS Provider the following documentation via secure email or fax within **15** calendar days of the Eligibility Determination Date - (Statewide Comprehensive Needs Assessment Form pages - pgs. 2&3 *Client Demographics*, pgs.4&5 *Physical Health History and Assessment*, pg.8 *Behavioral Health: Mini-Mental State Examination* & pg.10 *Medications*, the Plan of Care Notification Form (POCNF) (IL 402-1251 (01/09) and the Participant Agreement (IL 402-1253 (Rev. 05/18)).
- 3) The MCO will send the ADS Provider the following relevant documentation via secure email or fax within **15** calendar days of the Eligibility Determination Date - Needs Assessment, Client Demographics, Physical Health History, Behavioral Health (MMSE), Current Medications, Plan of Care and Signed Participant Agreement.
- 4) After the Person-Centered ADS Plan of Care Addendum is completed and signed by the participant, ADS Program Nurse and Program Coordinator/Director, the addendum will be submitted to the CCU/MCO via secure email or fax from the ADS Provider.
- 5) The CCU/MCO will acknowledge receipt of the Person-Centered ADS Plan of Care Addendum with a signature on the designated area located on the bottom of the form.

- 6) The CCU/MCO will return the signed copy of the Person-Centered ADS Plan of Care Addendum to the ADS Provider within **2 business days** via secure email or fax.
- 7) The CCU/MCO will be responsible for ensuring the POCNF and the Person-Centered ADS Plan of Care Addendum is included and located securely in the participant's file.

To ensure the development of an integrated ADS Addendum, the following procedures must be utilized by the **ADS**.

- 1) Once the CCU/MCO transmits the above listed documentation (see #2), the ADS staff will review the relevant pages of the POCNF prior to development of the ADS Plan of Care Addendum with the participant. **ADS Providers are required to utilize the Person-Centered ADS Plan of Care Addendum to complete the participant's POCNF. No other forms are acceptable.**
- 2) The Person-Centered ADS Plan of Care Addendum must be completed **no later than the 4<sup>th</sup> week** of the participant initiating ADS services.
- 3) Once the Person-Centered ADS Plan of Care Addendum is developed and signed by all parties, the ADS Provider will submit it to the CCU/MCO via secure email or fax within **2 business days**.
- 4) The ADS will be responsible for ensuring the copies of the POCNF and the Person-Centered ADS Plan of Care Addendum are located securely in the participant's file.
- 5) The ADS will ensure the participant receives a copy of the completed Person-Centered ADS Plan of Care Addendum.