

Form	Service	Proposed Form/ Purpose	Change in this Revision	Comment	Commenting Entity	DMH Response
Table of Contents			yes	Suggests renaming the Section "All Records" since it does not really apply to all records	Southern Healthcare (Leigh Horton)	Has been clarified with the reorganization of the RG
Throughout the document	All		yes	Individual Service Plan is referred to through the RG- is this a generic term since different populations have different types of plans	Southern Healthcare (Leigh Horton)	DMH revised language throughout
General Information	All	General Information Section	Yes	typo	Southern Healthcare (Leigh Horton)	Revised
General Information	All	Signatory Authority	Yes	When we receive the approved Plan of Services and Supports from the Support Coordinator, nowhere is it indicated that the plan has been approved by BIDD.	Southern Healthcare (Leigh Horton)	No revision. In the future, all plans will be communicated through LTSS. Plans will not be available unless approved by BIDD.
Face Sheet	Required by All	Gather demographic data	Yes	#8 says "DMH only" beside it but aren't all components required for all services and populations?	Southern Healthcare (Leigh Horton)	Revision to language to clarify "referrals to/from a DMH operated program only"
Face Sheet	Required by All	Gather demographic data	Yes	Need clarification on items #43 and #44. 43. <i>Client received integrated treatment?</i> Does this imply primary health care, co-occurring services, services in the community at large or solely at our CMHC. 44. <i>Indicates whether the client receives ACT/PACT Assertive Community Treatment</i> "We treat this service as a program with admission and discharge date, we are unsure how to answer with a Yes or No.	Region 10 (Lori Walton)	Both #43 and #44 have been removed.
Consent to Receive Services	Required by All	Consent for Services	Yes	there is only one place to date the form; does the person/guardian date it or does the agency?	Southern Healthcare (Leigh Horton)	Date added
Acknowledgement of Grievance Procedures	Required by All	Grievance Procedures has been given and explained to the individual	No	Does the Acknowledgment of Grievance Procedure page have to be signed and a copy of the grievance procedures put in the record? Not just the signed acknowledgment?	Southern Healthcare (Leigh Horton)	Yes, it should be maintained in the record to verify what information was given to the individual
Consent to Release or Obtain Information	Required by All	Verify Consent before information is released or obtained	Yes	it says the original consent must always be kept in the record. What if we have been providing services to a person for 10 years and their file has been purged and the original consent sent to storage? We need to locate it and put it back in the record?	Southern Healthcare (Leigh Horton)	Will be addressed in training. In the situation described, information should available upon request.

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Initial Assessment	All MH and SA	Admission Process	Yes		Suggest additional trimming to the IA, professionals need flexibility to make clinical judgements. The intake needs to be streamlined so that it focuses more on the person and not on gathering unnecessary data. Streamlining the process will allow intake worker to see more individuals in a day, increasing access to services. Medicaid only pays for 60 minutes, providers are losing an hour of billing every session.	Region 6 (Phaedra Cole) and CMHC Association	Revisions were made to consolidate information and reduce the length
Initial Assessment	All MH and SA	Admission Process	Yes		this is the ID Summary for ID/DD Waiver records, correct?	Southern Healthcare (Leigh Horton)	Has been clarified with the reorganization of the RG
Trauma History	All MH and SA	Admission Process	Yes		Suggest eliminating the Trauma History. "We risk causing harm when clinicians are forced to ask a series of questions about specific traumas without first establishing a therapeutic rapport with the client.....Asking clients to disclose this before they are psychologically ready and in a setting in which there is no time to process that information is clinical malpractice. "	Region 6 (Phaedra Cole) and CMHC Association	No revision, trauma information is pertinent to quality service planning and provision. Client is not required to answer. DMH did consult with experts in the field of trauma care. It was reported that nationwide, providers are filling out a trauma history document at the initial assessment or at the first therapy appointment. It was recommended that it be completed before the ISP is created. It will not cause harm as the individual is not required to provide details to the questions until they are comfortable doing so.
Trauma History	All MH and SA	Admission Process	Yes		does ID/DD Waiver complete this form?	Southern Healthcare (Leigh Horton)	Has been clarified with the reorganization of the RG
Medication Emergency Contact Information	All MH and SA	Admission Process	Yes		Is the Medication Profile/Emergency Information form still required for ID/DD Waiver since all of the information is written in the PSS and everyone gets a copy?	Southern Healthcare (Leigh Horton)	Yes, to allow ease of access in an emergency.

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Crisis Support Plan	All MH and SA	Develop Individualized crisis support plans for each individual with SED SMI or SUAD.	Yes		Not all clients need crisis support plans. This should only be mandated for clients being discharged from inpatient facilities and/or involved in crisis/emergency services.	Region 6 (Phaedra Cole) and CMHC Association	Revision. Crisis Support Plans are now only required for the four priority groups
Crisis Support Plan	All MH and SA	Develop Individualized crisis support plans for each individual with SED SMI or SUAD.	Yes		required for IDD Waiver records?	Southern Healthcare (Leigh Horton)	Has been clarified with the reorganization of the RG
Recovery Support Plan	All MH and SA	Plan to access resources designed to support Recovery/ Resiliency	Yes		required for IDD Waiver records?	Southern Healthcare (Leigh Horton)	Has been clarified with the reorganization of the RG
Periodic Staffing/ Review of ISP	All MH and SA	Review of the ISP as needed but at least every 6 months for children and youth and at least annually for adults	No		Service providers for children and adolescents are required to complete the CAFAS within 30 days and again every 6 months. A separate six month periodic assessment is also required. There is no need to do both every six months. The CAFAS could be done annually. Prior authorizations are being completed at a minimum every six months for most services. This authorization could take place of the 6 month periodic assessment.	Region 6 (Phaedra Cole) and CMHC Association	No revision, Division of Children and Youth will provide guidance on incorporating and implementing the CAFAS in conjunction with the Initial Assessment and the Periodic Staffing in training. DMH has been working with DOM and their subcontractors to include the CAFAS as part of the prior authorization process.
Periodic Staffing/ Review of ISP	All MH and SA	Review of the ISP as needed but at least every 6 months for children and youth and at least annually for adults	No		required for IDD Waiver records?	Southern Healthcare (Leigh Horton)	Has been clarified with the reorganization of the RG
Progress Note	All MH and SA	Document single therapeutic support interventions and activities	Yes		required for IDD Waiver records?	Southern Healthcare (Leigh Horton)	Has been clarified with the reorganization of the RG
Weekly Progress Note	All MH and SA	Documentation to verify weekly or monthly progress toward areas of need identified on ISP	Yes		required for IDD Waiver records?	Southern Healthcare (Leigh Horton)	Has been clarified with the reorganization of the RG
Serious Incident Form	As Needed	Report SIR	Yes		"Persons Involved in Incident" – this says to include the first and last names of all people involved in the incident. This is a reason they all need to be kept in a separate record and not in the person's record, correct?	Southern Healthcare (Leigh Horton)	Yes, that is why SIR should be held in a separate location from the individual record.
Medical Examination	As Needed	Document Medical Examination	No		if someone has special dietary requirements, do we need a copy of the exam in the person's record?	Southern Healthcare (Leigh Horton)	If the form is completed as a requirement of service delivery, then yes it would be included in the record.

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Self Administration Medication Log	As Needed	Documentation of observation of self administration of medication	yes		Can the medication and dosages be typed into the form or does it need to be handwritten	Boswell (Ronald Britt)		Revision to guidance. Forms can be prepared or generated by the pharmacy for up to one month for regularly prescribed medication. Agencies must have policies and procedures to account for changes to medications mid cycle. Signatures must be original at the time of observation
Self Administration Medication Log	As Needed	Documentation of observation of self administration of medication	yes		Can we allow the local pharmacy who supplies us with the medications to draw up a similar log to include the pertinent identifying information	Boswell (Ronald Britt)		Revision to guidance. Forms can be prepared or generated by the pharmacy for up to one month for regularly prescribed medication. Agencies must have policies and procedures to account for changes to medications mid cycle. Signatures must be original at the time of observation
Self Administration Medication Log	As Needed	Documentation of observation of self administration of medication	yes		Can we use pharmacy sticker labels which include the medication name and dosage to stick on the forms	Boswell (Ronald Britt)		Revision to guidance. Forms or stickers can be prepared or generated by the pharmacy for up to one month for regularly prescribed medication. Agencies must have policies and procedures to account for changes to medications mid cycle. Signatures must be original at the time of observation
Service Termination/ Change Document	As Needed	Document Changes within the same agency	Yes		do we have to complete this form every time a person's DSP changes? We have people that change a lot or have two people they go back and forth using.	Southern Healthcare (Leigh Horton)		Revision. The requirement to document changes in staff or personnel was removed.

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Provider Discharge Summary	As Needed	Document discharge from the agency as a whole	Yes		do providers wait until we receive a 0 hour Service Authorization for people on the ID/DD Waiver? We do not refer them to another entity – the SC does. What do we mark for that section?	Southern Healthcare (Leigh Horton)	Yes, SC can be included as an "other" or can be added to the form by the agency
IDD Forms	Day Services	All IDD Forms	Yes		concerned about the "necessity of the increased amount of paperwork". States that the increase is substantial for doing the same things with people that we have been doing all along. Wanted to see if anyone is reviewing the "reasonableness" of the increased paperwork.	Willowood Developmental Center (Curt Alford)	Revision to include weekly notes for Day Services and inclusion of documentation requirements for Shared Supported.
IDD Forms	IDD Waiver Forms				Will In Home Respite have a Service Agreement?	Southern Healthcare (Leigh Horton)	Form was added to the RG.
IDD Forms	IDD Waiver Forms				There is no form included for a physician to complete indicating someone needs skilled nursing and the required components. Will each provider be responsible for developing their own? If so, I assume we refer to the standards to see what needs to be included on the form?	Southern Healthcare (Leigh Horton)	SC is responsible for this documentation
Plan of Services and Supports	IDD Services	service planning	Yes		On the actual document - Under "ID/DD Waiver Supports" it indicates the how and when support is used but does not indicate the why like the instructions say. Same with "Non-Waiver Agency Supports" – no why	Southern Healthcare (Leigh Horton)	SC has been instructed to include the "why" in the justification
Plan of Services and Supports	IDD Services	service planning	Yes		Signatures – what does "type" refer to?	Southern Healthcare (Leigh Horton)	This is prepopulated in LTSS
Plan of Services and Supports	IDD Services	service planning	Yes		Shouldn't the providers get a copy of the signature page with the PSS? That is not indicated anywhere.	Southern Healthcare (Leigh Horton)	Revision to guidance to clarify.
Plan of Services and Supports	IDD Services	service planning	Yes		May want to write a statement that providers must have notes from the meeting to support the Activity Support Plan in the person's record for review by DMH.	Southern Healthcare (Leigh Horton)	This will be addressed in training
Activity Support Plan	IDD Services	service planning	Yes		They are developed with the person/legal guardian within 30 days of receipt of the PSS and SA. Is there a certain time frame they have to be to the SC?	Southern Healthcare (Leigh Horton)	Revision to guidance to clarify.

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Activity Support Plan	IDD Services	service planning	Yes	Aren't Activity Support Plans supposed to belong to the person and follow them from provider agency to provider agency when they switch providers? If so, would we go with the ASP we receive from the other provider or use the existing one to develop our own?	Southern Healthcare (Leigh Horton)	A new plan must be developed by the new provider based on the PSS. The PSS follows the person.
Service Notes	IDD Services	Service Documentation	Yes	are these required for In-Home Respite too? "Activity Plan" is still used in the guidance rather than "Activity Support Plan."	Southern Healthcare (Leigh Horton)	Revision to guidance to clarify.
Service Authorization	IDD Waiver Services	Approval for Service Delivery	Yes	Guidance refers to the Plan of Care and not the PSS	Southern Healthcare (Leigh Horton)	Revision to guidance to clarify.
Service Authorization	IDD Waiver Services	Approval for Service Delivery	Yes	We are not receiving updated ID Summaries or addendums from SCs	Southern Healthcare (Leigh Horton)	Will be addressed in training
Service Authorization	IDD Waiver Services	Approval for Service Delivery	Yes	Do we still get the ID Summary if the person transitioned out of an institution with a PCP?	Southern Healthcare (Leigh Horton)	No, they will not have one
Service Authorization	IDD Waiver Services	Approval for Service Delivery	Yes	If the type or amount of services change during the year, we get an updated Service Authorization; does an updated PSS come with this? Will we need to then revise the ASP?	Southern Healthcare (Leigh Horton)	Specific scenarios will be addressed in training
Service Authorization	IDD Waiver Services	Approval for Service Delivery	Yes	It says the provider has 10 days to let the SC know if we can fill the case or not. If we do not return the SA to the SC within 10 days, then they are offered another choice of provider. Does this mean that when a person chooses our agency, we should automatically get the SA and ID Summary or PSS and contact the person/family? Support Coordinators are not giving us that option right now.	Southern Healthcare (Leigh Horton)	Will be addressed in training
IDD Forms	In Home Nursing Respite			Doesn't the Support Coordinator have to have a copy of the physician's note before IHNR can be approved? If so, why can't they send us a copy with the Service Authorization? Otherwise a person will have to get two forms completed by a doctor.	Southern Healthcare (Leigh Horton)	The SA will not be sent unless the SC has received a physicians note. Documentation is maintained by SC, not provider

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IDD Forms	IDD Waiver Services				Required documents that must be signed initially and annually, on or before the anniversary date – ID/DD Waiver providers must receive the Service Authorization and PSS from the Support Coordinator before writing a plan and getting the person/guardian to sign all paperwork. What if we do not receive the SA and PSS on or before the anniversary date of the previous year? Does it just need to be done within 30 days of receipt of the SA and PSS?	Southern Healthcare (Leigh Horton)	Revision to guidance to clarify.
Plan of Compliance	All	Provider response to WRF	No		should this form have a date it was written? There is also no place for an agency representative to sign the form.	Southern Healthcare (Leigh Horton)	Typically, this is included in the cover letter or email with submission
Throughout document	All	Timelines for documentation			Provide timelines for documentation completion	Region 7 (Karen Frye)	This will be provided in Supplemental Information Document