



Policy Number: 34 Effective: January 1, 2013 Revised: <hr/> Subject: Quarterly Review

POLICY:

It is the policy of Camden County Developmental Disability Resources (CCDDR) to perform a Quarterly Review for each person who receives Support Coordination services from CCDDR. Services authorized in all Person Centered Plans that are funded through the Dept. of Mental Health, including all Medicaid waiver plans, shall comply with Division of DD Service Monitoring guidelines. Service provision, programming and progress shall be documented. This information may result in the modification of the Person Centered Plan. Such plans shall be modified and updated, depending on the consumer’s needs and preferences.

DEFINITIONS:

DDD Service Monitoring Guidelines

The Division of Developmental Disabilities (DDD) Person Centered Planning Guidelines describes requirements of Service Monitoring, as well as information regarding maintaining and updating Person Centered Plans.

Person Centered Plan

A document resulting from a process directed by the individual served, with assistance as needed by a representative. It is intended to identify strengths, capacities, preferences, needs and desired outcomes of the participant. The process may include other individuals freely chosen by the participant who are able to serve as contributors to the process. The person-centered planning process enables and assists the individual to access a personalized mix of paid and non- paid services and supports that will assist him/her to achieve personally defined outcomes.

Quarterly Review

A review of the effectiveness of the services outlined in the Person Centered Plan that occurs every three months. The quarters are established from the implementation date of the Person Centered Plan.

PROCEDURES:

I. Plan Monitoring/Reviews

Quarterly Reviews shall be completed for all consumers. The Quarterly Review shall provide an overview of progress made toward plan outcomes and action steps, recommendations for changes to plan, Service Coordinator contacts, Service Monitoring notes, and other pertinent information relating to the consumer.

The Service Coordinator and agency QDDP (if applicable) shall regularly monitor implementation of the Person Centered Plan, and progress in meeting plan outcomes and action steps. Changes shall be made if necessary to plan outcomes and action steps based upon input from team members.

II. Quality Assurance

The Quality Assurance Officer from CCDDR will monitor Quarterly Reviews and Individual Support Plans to ensure that the mandatory components of the Missouri Person Centered Planning Guidelines are implemented.

REFERENCES:

- CARF Standards Manual, Section 2A
- Missouri Person Centered Planning Guidelines, current revision 1/1/2013
- Medicaid Waiver Manual
- RSMO 633.110 Person Centered Plans
- Division of DD Quality Outcomes Discussion Guide
- 9 CSR 45-3.010 Individualized Habilitation Plan Procedures
- 630.655, RSMo 1994
- Division of DD Directive 3.020
- Division Directive 4.060