

FOOTHILLS GATEWAY, INC

Interdisciplinary Team Scheduling (Other than Service Plan (SP) meetings)

PURPOSE:

This procedure was developed jointly by Foothills Gateway, Inc. (FGI) and Program Approved Service Agencies (PASAs) to streamline the scheduling procedure and communication of the Interdisciplinary Team (IDT) Meeting.

PROCEDURE:

Comprehensive Services (HCBS-DD Waiver)

Requesting an IDT Meeting

- Any IDT member can request a meeting.
- PASA Staff/Host Home Provider (HHP)/Family Caregiver (FCG) will contact PASA Program Manager/Coordinator with a request for an IDT Meeting.
- PASA Program Manager/Coordinator will contact the Case Manager with a request for an IDT Meeting.
- Other IDT members should contact the Case Manager directly.

The Case Manager will:

- Contact the person in services and the individual's legal guardian, advocates/therapists and family member(s) to gather dates for a meeting.
- Ask the person who they want to attend, and the best location.
- Contact Program Approved Service Agency (PASA) Program Manager/Coordinator to gather dates for a meeting.
- Contact HHP or FCG (if emails are available in FGI fact sheet) to gather dates for a meeting.
- Document attempts to contact all parties.

PASA Program Manager /Coordinator will:

- Contact appropriate staff to gather dates for a meeting.
- Assure HHP or FCG respond to emails to gather dates for a meeting.
 - Update HHP/FCG email addresses with Case Managers as needed.
- The PASA will document attempts to contact HHP.
- Communicate potential meeting date or conflicts to the Case Manager.

The Case Manager will:

- Coordinate a meeting date.
- Reserve meeting rooms as needed.

The IDT Meeting will then be held when schedules are coordinated and the meeting time set.

Supported Living Services/Children's Extensive Supports

Requesting an IDT Meeting

- Any member of the IDT may request a meeting including individuals in services, guardians, advocates, Family Caregiver or PASA.
- A meeting may be requested by contacting the Case Manager.

The Case Manager will:

- Contact individuals in services, family members, advocates, guardians, PASA Coordinators, SummitStone Health Partners (SHP) for dates for an IDT Meeting.
- Document all attempts to contact IDT members.

The Case Manager will:

- Coordinate meeting date
- Reserve meeting room (if needed).

The IDT Meeting will be held when all scheduling has been completed.

6/03.....3/16, 3/17; 4/18