

FOOTHILLS GATEWAY, INC.

Service Plan Development and Implementation

POLICY:

It is the policy of Foothills Gateway, Inc. to execute services according to provisions of the rules and regulations of Health Care Policy & Financing (HCPF).

PROCEDURE:

Each person determined to have an intellectual or developmental disability shall have a Service Plan (SP). This plan shall be developed in a person centered manner by the Case Manager; the person receiving services; the parents of a minor, guardian, or authorized representative; and their choice of support staff, and others designated by the individual receiving services. This group hereafter will be referred to as the Interdisciplinary Team (IDT).

The Service Plan (SP) will:

- Identify the unique constellation of strengths, abilities, needs, desires, and choices of the person receiving or requesting services, prioritize them, and identify the necessary services and supports.
- Provide direction to various agencies serving the individual in developing Individual Service and Support Plans (ISSPs).
- Provide a consistent and systematic person-centered focus among all services in which the individual is involved.
- Provide a basis for monitoring and evaluating the services and specifying responsibility for the delivery of services.
- Provide documentation of the authorized services and supports funded by HCPF.
- Provide documentation of decisions made by the IDT including any suspension of rights.
- Document those services and supports needed but not available.
- Ensure that needs identified in the long term care functional assessment are met.
- Identify a contingency plan for how necessary care will be provided if caregiver is unavailable due to an emergency.

1. Assessment and Evaluation

- Initially for any person determined to have a developmental disability and requesting services, a SP shall be developed within thirty (30) days of the date of such determination.
- The SP shall be based upon assessments, evaluation data and other information which identifies the strengths, abilities, and needs of the person.
- Formal assessments or evaluations shall be conducted as frequently as determined necessary by the IDT.
- Assessments or evaluations, for individuals in the Supported Living Services (SLS)/Children's Extensive Supports (CES) and DD waivers, will be submitted to Case Managers at least **3 days** prior to the SP meeting. Electronic submission for the Program Approved Service Agency (PASA) available by following the Electronic Paperwork Submission process.

2. Written Notice and Rights

The person seeking or receiving services, the Case Manager and others the person designated shall be invited to attend and participate in the development of the SP.

- The Case Manager will send the person receiving services, the parents of a minor, guardian and/or authorized representative written notification of the date, time and location of the meeting at least 10 days prior to the meeting, in accordance with HCPF rules and regulations.
- The Case Manager shall convene the meeting at a time and place convenient for participation by the person receiving services, parents of a minor, guardian, and/or authorized representative and other invitees.
- The eligible and enrolled person in the DD, SLS and CES waivers may select the Program Approved Service Agency (PASA) by whom he/she would like to be served. This choice may be limited by the capacity of a PASA to meet the needs of a person.
- As a part of the SP process, the Case Manager shall provide the person seeking or receiving services, parent of a minor, guardian, or authorized representative with a written and verbal summary of their rights and a description of how to exercise them, as well as the Foothills Gateway Dispute Resolution Policy and Procedure.

3. Interdisciplinary Team (IDT)

- The person receiving services, their Case Manager, legal guardian, parent of a minor and authorized representative shall be considered IDT members.
- If designated by the person in services, the Program Approved Service Agency (PASA), representative shall be a member of the IDT.
- Additional participants in the IDT shall attend by invitation of the person receiving services.

4. SP Development

The Case Manager assigned to the person seeking or receiving services shall develop the SP in accordance with the rules and regulations of Health Care Policy and Financing (HCPF) and in a person-centered manner. There are two variations of a SP. The variation required is dependent upon the needs of the individual.

- The first variation is required for those determined to have developmental disabilities and are anticipating the need for services. This service plan is called an Individualized Plan (IP) and it shall include areas of need presented by the applicant for services and shall be sufficient to establish the person on a waiting list for services. The duration of the IP shall not exceed one year.
- The second variation is required to be developed for each individual enrolled in a program service and shall include all items as defined by the HCPF rules and regulations. The duration of the SP shall not exceed one year.
- All SPs will be signed by the person receiving services or their legal guardian.

5. SP Dissemination

The SP shall be disseminated as follows:

- A copy will be sent to the individual receiving services, parents of a minor, guardian, and/or authorized representative. If residing in the same home, one copy may be sent.

- A copy will be sent to each agency selected to provide services/supports to the person. This will be electronically distributed to PASAs.
- Copies of the complete SP document will be disseminated to those outlined above within 30 days of the SP meeting.
- The SP document shall be made a part of the person's master record at Foothills Gateway, Inc.

6. Implementation of the SP

- The Case Manager assigned to the person receiving services shall monitor to ensure implementation of the SP, including facilitating admission for the individual into programs and services identified and assisting the person receiving services and supports as needed.
- Upon admission of the person into the HCBS DD Waiver, and subsequent to each annual SP, the agency responsible for the program service will develop and implement ISSPs consistent with the SP within 30 days of admission as required by HCPF rules.
- The responsible agency shall inform the Case Manager of the progress of the person receiving services in accordance with the rules and regulations of HCPF.

7. SP Review

The SP shall remain in effect for a period not to exceed one year and may be reviewed and revised more frequently at the request of the person, parent of a minor or legal guardian.

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