**Revised Service Plan**

To: (RRDC)

From: (Service Coordination Agency)

Date:

Please find attached a complete Revised Service Plan packet for .

Contained in this packet:

□ Completed 6 Month Review form (including signature page)

□ Current Plan of Protective Oversight (including signature page)

□ All relevant Individual Service Reports (including signatures)

□ Waiver Service Provider Contact List

□ Medicaid Verification Form

□ Waiver Rights and Responsibilities

□ Team Meeting minutes outlining the review of previous service plan and development of current

plan

• Weekly Schedule

As the Service Coordinator for the outlined participant, I attest that the above required documents have been included in this packet. I understand that if any outlined documents are missing, this 6 Month Review packet will be returned to my supervisor by the RRDC as unacceptable.

Service Coordinator Date

Service Coordinator Supervisor Date

**HOME AND COMMUNITY-BASED SERVICES**

**MEDICAID WAIVER FOR INDIVIDUALS WITH**

**TRAUMATIC BRAIN INJURY (HCBS/TBI)**

**Revised Service Plan**

1. **Identification**

Name: Current Address:

Date of Birth:

Date of Onset: Home Phone:

Cell Phone:

Age of Onset:

County of Residence:

Medicaid #: County of Fiscal Responsibility:

Veteran of the US Armed Forces: yes □ no□

Emergency Contact (name, address, phone number):

**Individuals who participated in the development of the Service Plan:**

| **Name** | **Relationship to Individual** | **Telephone Number** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Service Coordinator: Agency: 

Agency Address: Phone:

Email Address:

Service Coordinator Supervisor:

Email address:

Date of Previous Notice of Decision (NOD) Period: to

Date of most recent Patient Review Instrument (PRI):

Date of most recent Screen:

PRI/Screen continues to meet eligibility for TBI Waiver: Yes □ No □

Date of most recent Waiver Rights and Responsibilities:

Was there an Addendum: Yes □ No □ If yes, please give date(s) and explain:

**Individual Profile:**

**I, Physical/Medical (check all that apply**)

**Mobility Needs:** **Functional Needs**:

□ Wheelchair • Assistance w/ transfers required

□ power • manual • one person • two person • mechanical

□ Walker • Adaptive equipment utilized for functional needs:

□ Other:

**Dietary Needs**

□ Regular □ Diabetic Diet □ Low Fat □ Thickened Liquids

□ Low Sodium □ Tube Feeding □ Aspiration precautions

□ Other:

**Visual Ability:**  **Hearing Ability:**

□ Visually Impaired □ Guide Dog □ Hearing Difficulty- Right Ear

□ Uses Braille □ Eye Prosthetic □ Hearing Difficulty – Left Ear

□ Blind – Right Eye □ Hearing Aid – Right Ear

□ Blind – Left Eye □ Hearing Aid – Left Ear

□ Requires Large Print □ Sign Language

□ Wears Glasses/Contacts

**Communication:**

□ Can make needs/wants known

• Primary language other than English

□ Aphasia • Use of simplified language

□ Difficulty with word recall

□ Utilizes email – individual’s email address:

□ Alternative communication:

□ Letter board □ Other

□ Speech generated device

**Disease Processes:**

□ Seizure Disorder (frequency /duration during last 6 months: )

□ Diabetes

□ Cardiac Disease

□ Renal Failure

□ Other:

• New medical diagnosis since last reporting period:

**Hospitalizations during this reporting period (note date and reason for hospitalization**):

**Additional comments and/or changes from last reporting period on physical/medical issues:**

**II. Cognitive (check all that apply)**

□ Individual is oriented to date/time/place • Organizational challenges

□ Short term memory challenges □ Impulse Control challenges

□ Long term memory challenges • Problem Solving challenges

□ Judgment challenges

**Additional comments and/or changes from last reporting period on cognitive issues:**

**III. Community Living (check all that apply)**

Individual resides:

□ alone □ w/ family □ w/ friends □ other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Level of TBI waiver staff required to support the individual during community activities:

□ None □ Minimum □ Maximum

Informal Supports:

List all persons who the individual identifies as providing informal support:

(name, relationship)

If the individual is responsible for children in the home, please note name and ages:

□ Court appointed Legal Guardian - Name/address/phone number:

• Social Security appointed Representative Payee: Name/address/phone number:

• Appointed Power of Attorney (POA): Name/address/phone number:

• Appointed Health Care Proxy: Name/address/phone number:

Formal, non-Waiver in home supports (for the next six months):

□ Consumer Directed Personal Assistance Program (CDPAP)- hrs approved/week -

□ Home Health Aide (HHA) – hrs. approved/week -

□ visiting nursing service – hrs. approved/week -

□ private duty nursing – hrs. approved/week -

• Other:

**Additional comments and/or changes in formal non- waiver, in-home/informal support this reporting period:**

**Substance Abuse (SA):**

□ no SA history or current concerns

□ history of SA length of sobriety:

□ SA during past reporting period – known frequency:

□ currently attending community outpatient SA treatment

• support group attendance • Narcotics Anonymous (NA) • Alcoholics Anonymous (AA)

**Drug of Choice**: □ alcohol □ un-prescribed legal drugs □ illegal drugs □ Other:

• Individual has been informed that substance abuse jeopardizes his/her TBI Waiver involvement,

which may include service interruption and/or termination from program.

**Psychiatric:**

□ no psychiatric history or current concerns □ history of psychiatric intervention

• current psychiatric concerns (specify):

□ currently under Mental Health professional care Diagnosis:

□ psychiatric concerns are managed by medication

• is prescribed a psychotropic medication but is monitored by Personal Care Physician or other medical

professional

• psychiatric intervention has been recommended; individual has deferred this option.

**Criminal Justice**:

□ no criminal justice history or current concerns

□ history of criminal justice activity

□ criminal justice involvement during the past reporting period:

specify:

• individual has been informed that criminal justice involvement may jeopardize his/her TBI Waiver

involvement, which may include service interruption and/or termination from program.

□ individual is currently on:

□ probation

□ parole

if checked, indicate any specific conditions which may effect individuals community living:

**Behavioral:**

□ individual exhibits no behavioral challenges that impact his/her ability to remain in the community

□ history of behavioral challenges but none noted this past reporting period

□ behavioral challenges noted this reporting period

include specific challenge, w/ frequency and duration of each:

* behavioral challenges are managed by formal behavioral services and/or treatment.

• behavioral intervention has been recommended; individual has deferred this option.

**Vocational/Education/Volunteer**

□ individual has stated, during this review period, that he/she does not wish to pursue any vocational/education or volunteer endeavors at this time.

□ individual is currently continuing and/or would like to continue his/her education:

□ GED □ Specialized trade school □ College

□ individual is currently working or wishes to pursue a vocational goal

□ employment specifics:

where is the individual working:

what are the individual’s work duties:

average number of hours worked per week:

individual is earning at least minimum wage/hr.:

□ yes □ no ; explain:

□ Has been referred to VESID - date of referral:

□ Type of work he/she is interested in:

□ individual wishes to or is currently volunteering in the community

□ volunteer specifics:

where is the individual volunteering:

what are the individual’s volunteer duties:

average number of volunteer hours/week:

volunteering supported through: □ local faith community or civic group

□ informal supports

□ Structured Day Program

□ Other:

□ Type of volunteer duties interested in:

**IV. Successes/Barriers/Concerns**

Quoting the individual, what does he/she identify as successes this reporting period:

Quoting the individual, what does he/she identify as barriers this reporting period:

Quoting the individual, note if he/she has any concerns this reporting period:

Were there any barriers to service provision, as written in the last service plan? If so, explain:

**Note each service being requested from the TBI Waiver in this Service Plan and note why the individual requires these services to circumvent a Nursing Home or RHCF level of care:**

**Check each waiver service being requested in this plan:**

□ Service Coordination □ Home and Community Support Services

□ Structured Day Program □ Independent Living Skills Training

□ Community Integration Counseling □ Substance Abuse Program

□ Waiver Transportation • Respite

• Positive Behavioral Interventions and Supports Service

*(Note: a separate Addendum is required for all requests for Environmental Modifications and Assistive Technology)*

**Describe why, without the above noted waiver services, the individual would be at risk of a nursing home or RHCF placement:**

**Other community based services have been researched and/or are being utilized:**

**□** VESID □ OMRDD □ Veteran’s Administration

□ Commission for Blind and Visually Handicapped (CBVH)

□ Independent Living Center (ILC)

Other:

**Income and Resources**

| **Income Source** | **Amount** | **Denied** | **N/A** | **Pending** | **Change from**  **Last plan** |
| --- | --- | --- | --- | --- | --- |
| Social Security |  |  |  |  |  |
| Social Security Disability Ins. |  |  |  |  |  |
| Supplemental Security Income |  |  |  |  |  |
| Public Assistance |  |  |  |  |  |
| Supplemental Needs Trust |  |  |  |  |  |
| Worker’s Compensation |  |  |  |  |  |
| Wages from employment |  |  |  |  |  |
| Alimony/Child Support |  |  |  |  |  |
| Other: |  |  |  |  |  |

**If the individual has no income, note how daily living expenses will be paid:**

**Federal, State and Private Resources**

| **Source** | **Amount** | **Denied** | **N/A** | **Pending** | **Change from last plan** |
| --- | --- | --- | --- | --- | --- |
| HUD/Section 8 |  |  |  |  |  |
| HEAP |  |  |  |  |  |
| Telephone Life Line |  |  |  |  |  |
| Food Stamps |  |  |  |  |  |
| Crimes Victims  Funding |  |  |  |  |  |
| Worker’s Compensation |  |  |  |  |  |
| TBI Waiver Housing: |  |  |  |  |  |
| Rent |  |  |  |  |  |
| Utilities |  |  |  |  |  |
| Household goods |  |  |  |  |  |

**Insurance**

**(check all that apply)**

□ Medicare- #: □ A □ B

□ D – Rx. plan name:

□ Private Insurance – company:

□ Other:

**Services paid for by non-Medicaid source (i.e. Medicare, private pay, etc.)**

Include doctor, pharmacy, dentist and/or other services paid for by non-Medicaid sources.

| **Service** | **Vendor**  (include name and address) | **Payer source** | **Change from last plan** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Medicaid Information**

 No spend down

□ Individual has a spend down and in the process of securing a Supplemental Needs Trust.

□ Individual does not have a Supplemental Needs Trust, but this option has been discussed w/

the individual and/or legal guardian.

□ Individual has a spend down and has chosen not to pursue a Supplemental Needs Trust

□ Spend down - Amount per month: $

Who is responsible for ensuring the spend down is paid?

□ individual □ Representative Payee

□ family □ other:

**Medication**

| **Medication** | **Dosage** | **Route** | **Purpose** | **Change from last plan** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Check all that apply:

□ Individual is self-medicating and requires no assistance or cueing for any part of this

task.

□ Individual requires assistance to fill a medication bar/caddy.

Note who provides physical support: □ CDPAP

□ visiting nurse

□ Informal Supports

□ Other:

Note who provides verbal support: □ TBI Waiver staff □ CDPAP □HHA

□ Informal Supports

□ Other:

□ Individual requires verbal cues to administer his/her own medication

Note who provides this support: □ TBI Waiver staff □ CDPAP □HHA

□ Informal Supports

□ Other:

□ Individual requires physical support to administer his/her medications

Note who provides this support: □ CDPAP □HHA

□ Informal Supports

□ visiting nurse

□ Other:

Individual utilizes the following compensatory strategies to be as independent as possible w/ medication administration:

□ auditory cues (i.e. watch that beeps, clock that rings)

explain:

□ visual cues (i.e. poster outlining meds and times, pictures of meds)

explain:

□ other: be specific:

If individual is on an injection medication, note who is responsible for this:

□ individual □ informal supports □ private duty nursing

□ doctor □ CDPAP □ Other:

□ Individual requires routine blood testing and/or lab work due to medical concerns

and/or medications.

If the individual requires routine blood testing (i.e. glucose), note who is responsible for this:

□ individual □ informal supports □ private duty nursing

□ doctor □ CDPAP □ Other:

If individual is on a specialized diet, note who is responsible for menu planning, meal preparation and grocery shopping.

□ individual completes independently

□ individual instructs Waiver staff on process

□ individual receives non-waiver supports for these tasks (i.e. HHA, CDPAP)

□ individual’s informal supports assist him/her with these tasks

**Medicaid State Plan Services\* and Cost Projection**

| **Type of Service** | **Provider**  **(Name and Telephone)** | **Effective Date** | **Annual Amount of Units** | **Rate** | **Total Projected Medicaid Annual Cost** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |

**Total Projected Medicaid Annual Costs for All Medicaid State Plan Services $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\***Including but not limited to Outpatient services, Certified Home Health Aide (CHHA), Medical Day Care, Personal Care Aide (PCA), Consumer Directed Personal Assistance Program (CDPAP), nursing, physician’s services, transportation, medical supplies, DME.

**Waiver Services and Cost Projection**

| **Waiver Service** | **Provider**  **(Name, Address, Telephone)** | **Effective**  **Date** | **Annual Amount**  **of Units** | **Rate** | **Total Projected Medicaid Annual Cost** |
| --- | --- | --- | --- | --- | --- |
| **Service Coordination** |  |  | **1** |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Total Projected Medicaid Annual Cost for All Waiver Services $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Projected Total Annual Costs for Initial Service Plan**

**1. Total Projected Medicaid Annual Cost of Medicaid State Plan Services**

**2. Total Projected Medicaid Annual Cost of Waiver Services**   **+**

**Total of # 1 and #2 = =**

**3. Total Projected Medicaid Annual Cost of Medicaid Spend-down incurred**

(Multiply one month of spend-down x 12) **-**

**4. Total Projected Medicaid Annual Cost of all Medicaid Services =**

(#1 Plus #2 Minus #3)

**5. Total Projected Medicaid Daily Rate of all Medicaid Services =**

(#4 divided by 365)

**Signatures of Individuals Participating in the Development of the Revised Service Plan:**

I have assisted my Service Coordinator in developing this Revised Service Plan and agree with all the information outlined. I understand my Service Coordinator will be providing copies of this plan to other TBI Waiver agencies that work with me.

Waiver Participant Date

Legal Guardian/Advocate Date

Service Coordinator Date

Service Coordinator Supervisor Date

**Regional Resource Development Specialist**

□ has approved this Service Plan

□ has denied this Service Plan for the following reason(s):Proposed Sample Weekly Schedule

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual Name**:**  Reporting period:

|  | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Sunday** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **7:00 am** |  |  |  |  |  |  |  |
| **8:00 am** |  |  |  |  |  |  |  |
| **9:00 am** |  |  |  |  |  |  |  |
| **10:00 am** |  |  |  |  |  |  |  |
| **11:00 am** |  |  |  |  |  |  |  |
| **12 Noon** |  |  |  |  |  |  |  |
| **1:00 pm** |  |  |  |  |  |  |  |
| **2:00 pm** |  |  |  |  |  |  |  |
| **3:00 pm** |  |  |  |  |  |  |  |
| **4:00 pm** |  |  |  |  |  |  |  |
| **5:00 pm** |  |  |  |  |  |  |  |
| **6:00 pm** |  |  |  |  |  |  |  |
| **7:00 pm** |  |  |  |  |  |  |  |
| **8:00 pm** |  |  |  |  |  |  |  |
| **9:00 pm** |  |  |  |  |  |  |  |
| **10:00 pm** |  |  |  |  |  |  |  |
| **11:00 pm** |  |  |  |  |  |  |  |
| **12 Midnight** |  |  |  |  |  |  |  |
| **1:00 am** |  |  |  |  |  |  |  |
| **2:00 am** |  |  |  |  |  |  |  |
| **3:00 am** |  |  |  |  |  |  |  |
| **4:00 am** |  |  |  |  |  |  |  |
| **5:00 am** |  |  |  |  |  |  |  |
| **6:00 am** |  |  |  |  |  |  |  |

**Note:** *The DOH HCBS/TBI waiver program made "an agreement with the Centers for Medicaid and Medicare Services (CMS) to guarantee the health and welfare of the participants" on this program (2006 DOH Manual, pg. 89). "Since its inception, the waiver has remained flexible and responsive to the needs of participants and providers (2006 DOH Manual, pg. 8). As a waiver provider, we are obligated to remain flexible and responsive to the needs of our participants as well as ensuring the health and safety of each participant we serve in the community.*