



**SENIOR & LONG TERM CARE DIVISION
COMMUNITY SERVICES BUREAU**

**COMMUNITY FIRST CHOICE
Policy Manual**

Section: FORMS

Subject: General Utilization

Event	Required Documentation	Who is Responsible?
Referral	Member Referral SLTC-154	Referring Source
High Risk Intake	Member Referral SLTC-154 Service Plan SLTC-170	CFC/PAS Agency CFC/PAS Agency
Pre-Intake Member Orientation	Person Centered Planning Handbook SLTC-201	Plan Facilitator
Intake	Member Referral/Functional Assessment SLTC-154 Member Profile SLTC-155 Service Plan SLTC-170	MPQH MPQH CFC/PAS Agency
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Event	Required Documentation	Who is Responsible?
Continued from page 1 Intake	Person Centered Plan SLTC-200	Plan Facilitator
1 st Day Attendant delivers service	Agency Start of Care Form SLTC-163	CFC/PAS Agency
Unable to Admit	Agency Unable to Admit/Discharge SLTC-158	CFC/PAS Agency
180 Day Review	Recertification Document SLTC-210	CFC/PAS Agency
MPQH Annual Review	Member Referral/Functional Need Assessment and Profile SLTC-154/155	MPQH
Amendment to Profile: Change to profile for more than 28 days	Service Plan SLTC-170 Member Referral/Profile SLTC-154/155	CFC/PAS Agency MPQH
Temporary Authorization: Change to profile 28 days of less	Service Plan SLTC-170	CFC /PAS Agency

Event	Required Documentation	Who is Responsible?
Change in Demographics	Change in Demographics Form SLTC-157	CFC/PAS Agency
Switch in Options	Member Referral SLTC-154	CFC/PAS Agency
Agency Discharge	Unable to Admit/Discharge SLTC-158	CFC/PAS Agency
Denial of Services	Authorization Form SLTC-MA152	MPQH
Request for Case Review	Request for Case Review SLTC-MA128	CFC/PAS Agency
Chart Notes	Review CSB-306 for required chart content	CFC/PAS Agency
Identified risk that impacts member health and safety	Risk Negotiation Form SLTC-230	CFC/PAS Agency when it is related to service plan and flexibility parameters Plan Facilitator when it is a service delivery issue that affects health and safety
Serious Occurrence Event	Serious Occurrence Report to Regional Program Officer	CFC/PAS Agency via QAMS Database
Need for Personal Emergency Response System (PERS)	PERS Prior Authorization SLTC-240 PERS Referral Form SLTC-241	MPQH Plan Facilitator

Event	Required Documentation	Who is Responsible?
Attendant delivers ADL and IADL service	Service Delivery Record SLTC-220	Attendant, Member, CFC/PAS Agency
Quality Assurance Review	Provider Prepared Statements SLTC-250	CFC/PAS Agency
Need for skill acquisition	Skill Acquisition Endorsement SLTC-215 Skill Acquisition Training Plan SLTC-216	CFC/PAS Agency, Member, Skill Acquisition Advocate CFC/PAS Agency
Attendant delivers Mileage and Medical Escort	Mileage/Medical Escort Form SLTC-221	PCA, Member, CFC/PAS Agency
CFC/PAS Agency Annual Review	Service Plan SLTC-170 PCP form SLTC-200 Recertification Document SLTC-210	CFC/PAS Agency Member, Plan Facilitator, CFC/PAS Agency