

What should go into the procedural manual?

Purpose of the meeting agenda and notes:

Overall, the purpose is to capture documentation in the PSP notes to comply with the HCBS Settings Rule. This serves as a source of information for the team, provider, family, guardian, case manager, and DDP so that everyone is receiving the same information. Notes should summarize the discussion of significant topics, disagreements, recommendations, decisions and responsibilities.

Meeting Agenda and Notes Instructions

• Location and Time of PSP -

- Description of where the PSP was held and time.
 - **Example:** Good Guys Inc. Day Program, 4:30 pm.

• Did the individual choose the time and location of PSP? If Not Why?

- **Location of the PSP** is documenting the choice of the individual which is a requirement of the HCBS Rule: "is timely and occurs at time and locations of convenience to the individual".
 - PSP notification process; CM asks the individual where and when they want his/her meeting and who they want to invite in addition to the PSP team (however, their schedule and location may need to meet needs of the team/confidentiality)
- Document if and why the PSP was held at a place and/or time the individual did not choose.
 - PSP documentation of this will be written on the Meeting and Agenda Note Page.
 - **Individual choose the time and location of PSP:** Yes No **If Not Why?**

• Introductions of team members

- Introduction of team members at Initial PSP's or when there has been any change in team members.
 - **Introductions of team members:** Yes No N/A

• 4th Quarter Report Reviewed

Regardless of the chosen reporting schedule, the fourth quarterly report must be completed by each provider agency and reviewed at the annual PSP meeting. In reviewing, the team shall discuss:

What needs to be addressed in this section?

- Review each Action Statement
 - Was progress made? If not, were actions changed and why?
- Determine person's satisfaction with current services and supports
- Determine further services and supports needed or discontinuation of an action statement and/or action plan.
 - **4th Quarter report Reviewed:** Yes No

• Health Checklist / Medical Info. Reviewed

- Discuss any changes that were made to the Health Care Checklist and address any follow up needed in the PSP. If this was not completed prior to the PSP meeting, the PSP team will need to review the Health Checklist and risk assessment at the meeting.
 - **Health Checklist / Medical Info. Reviewed:** Yes No (Reviewed at Pre-PSP meeting)

- **Other Assessments Reviewed**

- Discuss any new findings in the Person Centered Assessments and Additional Assessments, address any follow up needed in the PSP. These findings can be indicated on the Personal Profile page of the PSP.

- **Other Assessments Reviewed:** Yes No (Reviewed at Pre-PSP meeting)

- **Positive Personal Introduction Shared**

- The Personal Introduction is read aloud in order to introduce the individual. It focuses on the positive qualities/strengths identified by the individual and by others who know them well. The discussion can also include adding additional information that the team feels is relevant or is not included in the current introduction.

- **Positive Personal Introduction Shared:** Yes No

- **Review Vision, Develop Outcomes**

- Review Vision statements identified prior to the team meeting
- Not all vision statements that are reviewed require an action statement
- Outcomes must support the achievement of a Vision and are developed at the meeting with input and approval of the individual and/or their legal representative.

- **Review Action Statements and Identify Action Plans**

- Enter additional information and discuss if there is a need for new action statements and action plans.
 - *Be sure to address as Actions any needs that are identified in the Health Care Checklist and other assessments, if appropriate.*

- **Summarize the discussion of significant topics, disagreements, recommendations, decisions, and responsibilities**

- This is a source of information for the team, provider, family, guardian, case manager, and DDP so that everyone is receiving the same information.

- Significant topics examples:

- Disagreements

- If disagreements occur, address in notes with any follow up decisions.

- Case Management Only – documentation of review of all waiver services

- Fourth Quarter

- Summarize fourth quarter review discussion.
- If there is no fourth quarter review, note why it was not completed and address additional follow up in order to meet this PSP requirement.

- ICP Changes - Does the cost plan meet the person's needs?

- Address ICP changes and summarize the changes that need to be incorporated into the PSP document.

- Incident Reports

- If there are concerns, address in notes and record any follow up.

- Trends

- Summarize trends of concerns.

- Referral made to the Behavior Consultation Team and the reason why

- Summarize the discussion and what the referral is addressing.