



COMBINED MEDICAID 1506-1

CASE MANAGEMENT - Case Notes

	CMA 1506-1
Supersedes:	FMA and MA 1507-1 (01/01/06)
References:	ARM 37.82.101
Overview:	<p>Case notes are the legal record of the Department's actions, and contain additional explanations and clarifications of circumstances or actions that may be questionable or unclear.</p> <p>System case notes serve the following purposes:</p> <ol style="list-style-type: none">1. Chronicle a series of events;2. Summarize non-financial and financial eligibility requirements3. Outline actions in cases of noncompliance;4. List types and results of referrals; and5. Document the family's progress in finding alternatives to public assistance; identify barriers to employment and how they were addressed. Identify and facilitate the family's access to services <p>The client and/or their authorized representative may view their case record, including case notes. Certain information contained in case notes cannot be shared due to specific data source agreement.</p> <p>The eligibility staff member's personal opinions or judgments are not listed in case notes.</p> <p>Do not list a client's specific medical conditions in case notes unless the condition is a basis for eligibility, and then only general terms are used (e.g., blind, disabled).</p>
EFFECTIVE DATE:	July 1, 2016