

		BSW 809-6
	SENIOR & LONG TERM CARE DIVISION COMMUNITY SERVICES BUREAU	
	Section: CASE MANAGEMENT SYSTEM	
		Subject: Service Plan Amendments

REFERENCES ARM 37.40.1420, 1421; Big Sky Waiver Application (01/01/2018)

DEFINITION The Service Plan Amendment form allows the Case Management Team (CMT) to increase or add services without completing a new Service Plan.

REQUIREMENTS A Service Plan Amendment must be completed when a positive change (an increase or addition) to the member’s services occurs. A revised cost sheet must be attached to the Service Plan Amendment whenever the service plan costs increase. Amendments to an existing prior authorization do not require a Service Plan Amendment, instead, the guidelines outlined in BSW 403 must be followed.

In addition to a Service Plan Amendment, the following situations require prior authorization by the RPO. Refer to BSW 403.

1. A change in the member’s services which cause the Service Plan to be over cost or exceed set limits, or
2. Amendments to the member’s CC3 Service Plan.

PROCEDURES

1. The CMT is required to complete the Service Plan Amendment form when increasing or adding member services. The CMT nurse and/or social worker must sign the Service Plan Amendment.
2. The CMT must document the results of the Service Plan Amendments in case progress notes.