



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

**COMMUNITY FIRST CHOICE
Policy Manual**

**Section: CFC/PAS Person Centered
Planning**

**Subject: Plan Facilitator Certification for
CFC/PAS Providers**

PURPOSE

Each person providing Plan Facilitator services with a Community First Choice/Personal Assistance Services (CFC/PAS) provider agency must complete person centered planning (PCP) philosophy training prior to performing any CFC/PAS Plan Facilitator service. An approved training program will be provided by the Department to every agency when they enroll as a CFC/PAS Medicaid provider. If a CFC/PAS provider agency would like a copy of the training they should contact the CFC/PAS program officer at the Community Services Bureau.

DOCUMENTATION

The provider agency must document that training has been completed. The provider agency is required to keep a copy of every Plan Facilitator's PCP philosophy training test on file as documentation of training completion. This form must be available for inspection by the Department or its representative.

PROCEDURE

The provider agency will ensure that all individuals in the position of Plan Facilitator complete PCP philosophy training before delivering Plan Facilitator services. This includes completing intake and annual visits using the PCP form (SLTC-200). This training will be provided by the Department and available on-line or in another format (electronic or hard copy).

The provider agency will provide the Plan Facilitator with access to the CFC PCP philosophy training material provided by the Department. The Plan Facilitator should view the PCP philosophy training material and must accurately answer all questions on the accompanying test. The provider agency will ensure that all questions have been answered correctly. The Plan Facilitator should retake the test until accuracy is achieved. Upon completion, the Plan Facilitator and provider agency representative will sign and date the acknowledgement of completion located at the bottom of the test form.

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DISTRIBUTION

Signed and dated acknowledgement of completed PCP philosophy training must be maintained by the provider agency and available for inspection by the Department upon request. The provider agency shall give Plan Facilitators a copy of the training acknowledgement for their personal records.