



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

**COMMUNITY FIRST CHOICE  
Policy Manual**

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

**Subject: Short-Term Admits**

**PURPOSE**

This policy is specific to cases where the case management team admits a member under the short-term admit policy.

**PROCEDURE**

1. If a member is admitted to case management for a short-term and the member is receiving CFC/PAS services the CFC/PAS provider will remain the plan facilitator.
2. The case manager should notify Mountain Pacific Quality Health (MPQH) that the admit is short-term.
3. MPQH will keep the CFC/PAS provider agency as the Plan Facilitator.
4. The case manager should notify the CFC/PAS provider of the short-term intake to case management and coordinate case management services with the CFC/PAS provider and plan facilitator.
5. The CFC/PAS provider will be responsible for the Person Centered Planning form (SLTC-200) while the member is on short-term case management.
6. If the member status changes and the member is admitted to case management permanently, the case manager must notify MPQH and the CFC/PAS provider and Plan Facilitator responsibilities must be transitioned to the case manager (Refer to CSB 1109).