

# THE HARFORD CENTER

**Procedure Title:** Person Centered Planning Process for Day Habilitation, Supported Employment, Personal Supports Services, and Behavioral Support Services

**Department:** Program

**Updated:** January 2019

**Purpose:** To detail and delegate specific responsibilities for Person Centered Planning for individuals in the program.

**Procedure:**

## **Admissions Submitting a Service Funding Plan (SFP): within 10 days of meeting**

1. Completed by Coordinator of Community Services (CCS) for new services.
2. Provide the CCS with the summary of the services that the Harford Center will be providing for the specific individual.
3. Cost detail is to be completed by (1<sup>st</sup>) Case Manager, and if the Case Manager is not available (2<sup>nd</sup>) Program Director, (3<sup>rd</sup>) Executive Assistant. This document is to be submitted to the Financial Director for approval before given to CCS for review.
4. Signature page is to have the signature of the Case Manager for attendance purposes only. The section on the sheet that states "provider" is to be signed by the Program Director. The Program Director is to review and approve of plan summary for day habilitation and supported employment before submission to DDA. Quality Assurance Manager is to review and approve of plan summary for *only* personal supports and sign in the "provider" section.
5. CCS will attach meeting notes.
6. Case Manager is to maintain copies of all documents.
7. Case Manager will email to [rfsc.cmro@maryland.gov](mailto:rfsc.cmro@maryland.gov) with the Program Director and CCS cc'd.

## **Admissions Submitting a Modified Service Plan Request (MSFPR): within 5 days of meeting**

1. Completed by Case Manager for service reduction, site change or existing service adjustment (continuation of time-limited service; recurring add-on; increase in existing service)
2. Completed by Coordinator of Community Service (CCS) for new services (new add-on or additional service), provider change or service change (one service to another).
3. Case Manager is to provide the Coordinator of Community Services (CCS) with the summary of the services that the Harford Center will be providing for the specific individual and any supporting documents.
4. Cost detail is to be completed by (1st) Case Manager, and if the Case Manager is not available (2nd) Program Director, (3rd) Executive Assistant. This document is to be submitted to the Financial Director for approval before given to CCS for review.
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6. 4. Signature page is to have the signature of the Case Manager for attendance purposes only. The section on the sheet that states "provider" is to be signed by the Program Director. The Program Director is to review and approve of plan summary for day habilitation and

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supported employment before submission to DDA. Quality Assurance Manager is to review and approve of plan summary for only personal supports and sign in the “provider” section. CCS will attach meeting notes.

7. If applicable, the Case Manager will provide necessary documentation (case notes, quarterly notes).
8. Case Manager is to maintain copies of all documents.
9. CCS or Case Manager will email to [rfsc.cmro@maryland.gov](mailto:rfsc.cmro@maryland.gov) with the all parties involved cc'd.

### **Submitting a Behavioral Plan- Modified Service Plan Request (MSFPR): within 5 days of meeting**

1. Completed by Coordinator of Community Services (CCS) for new services.
2. Completed by CCS and behavioral provider for renewal services.
3. Quality Assurance Manager will provide all supporting documents: Incident reports, ABC reports, prior Behavior Intervention Plans (if applicable) to the CCS.
4. Cost Detail-completed by Humanim or designated provider for this service chosen by person being supported and family.
5. CCS will attach meeting notes.
6. Signature page is to have the signature of the Case Manager for attendance purposes only. The Harford Center is NOT the provider in this case. The Behavioral Supports Service Provider chosen by the person being supported and the family will sign under the “provider” section.
7. Case Manager is maintain copies of all documents.
8. CCS will email to [rfsc.cmro@maryland.gov](mailto:rfsc.cmro@maryland.gov) with the Case Manager and Quality Assurance Manager Cc'd.

### **Submitting a Person Centered Plan (PCP): within 10 days of receipt of the Final draft from CCS**

1. Case Manager is the point of contact for Coordinator of Community Services to schedule meetings (prep, annual or interims) with the person supported and all necessary team members.
2. Case Manager is to review agency outcome(s) prior to prep meeting.
3. Case Manager is to review description of outcome (which is the goal/implementation strategy) prior to annual meeting.
4. Case Manager is to review ratios (least restrictive but maintains safety): program, community, transportation.
5. Case Manager is to review documented days of services and annual implementation date.
6. CCS will send first draft to Case Manager. This is to be reviewed and have the CCS make any necessary changes.
7. Final draft with all necessary changes will be sent to Program Director for review and signature within 2 days of receipt of final draft.
8. Case Manager is to maintain copies of all documents.
9. Scan and send signature page only back to CCS.

10. There is a laps in time between submission to DDA and the receipt of the DDA approved final copy. Due to this, an internal PCP document will reflect the DDA PCP information and the final draft with the Program Director's signature will be maintained in the individual's record.