

Developmental Disabilities Services

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Topic: Developmental Disabilities

Subject: Indirect Case Management Monitoring Worker's Guide Available

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Support Service Brokerages; Personal Agents and Services Coordinators |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

The Office of Developmental Disabilities has developed and posted a Worker's Guide to provide additional information and guidance related to the recent waiver amendments that allow for monitoring the ISP through the review of provider documentation.

The new Worker Guide is attached and is posted on the DD Case Management Tools and DD Brokerage Personal Agent Tools pages of the DHS Staff Tools site.

If you have any questions about this information, contact:

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Topic:	Indirect Case Management Monitoring
Date Issued/Updated:	9/24/16

Overview

Description: Indirect monitoring of services is the case manager's use of documentation to ensure that the Individual Support Plan is effectively implemented and adequately addresses the needs of the person in services. This guide offers information about indirect monitoring.

Purpose/Rationale: Reliance on written documentation from a provider can be a useful method of monitoring when used appropriately. The case manager's progress note that supports the claim for a case management service has to describe how the case manager drew a conclusion about the services and the ISP.

Applicability: Case managers who receive and review documentation from providers and use it to assist in the monitoring of services.

Procedure(s) that apply:

In order to make a case management claim based on a review of documentation, a Personal Agent (PA) or Services Coordinator (SC) must apply professional judgment to determine whether the provider is meeting the support needs of the person. By comparing the individual's ISP and the SC/PA's knowledge of the individual and his or her support needs to the provider's written documentation a case management claim may be made.

Documentation that may serve as the basis for a monitoring service may come several ways, including provider progress notes and incident reports. A progress note or other written documentation may be part of a timesheet or invoice, sent separately from a timesheet or invoice, or delivered through email. However it arrives, the provider's documentation must be maintained in a record at the case management entity, accessible by anyone who needs to see it to verify it supports the case management claim.

To make a claim for an indirect monitoring service, a Services Coordinator or Personal Agent must write their own progress note following a review of the provider's documentation. A supporting progress note needs to show the reasoning that led to the conclusion that the services delivered did or did not meet the support needs identified in the ISP for which the provider is responsible to meet. The case manager's progress note must be able to show how the provider's documentation allowed the case manager to conclude that the services delivered were adequate and effective, or not. It must tie the support described in the provider's progress note back to the ISP, even if to say the ISP is in need of change.

Checking the math on a timesheet is not a case management service, nor is comparing the amount of services delivered to those authorized and attempting to draw conclusions from the result. For example, a timesheet from a Personal Support Worker (PSW) that records a number of hours that matches what is authorized on the ISP is not enough to demonstrate that the specific supports required from the PSW to meet identified support needs were delivered, adequate and effective.

If it is unclear after review of the provider's documentation that the services were adequate or effective, follow up with the individual, provider, employer or others may be appropriate. Through conversation with others, this follow up may be a qualifying encounter if documented adequately.

An indirect monitoring service is not a reciprocal case management contact. It cannot substitute for site or setting specific monitoring or financial monitoring.

Frequently Asked Questions:

n/a

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