

Crosswalk for PCP Data Collection Form 01.01.07

Region	Regional Office responsible for the case management of the individual
Consumer	Print Consumer's Complete Name
Planning Date	mm/dd/yyyy of the planning date
ISC/Community CM	Print ISC or Community CM complete name
Plan Date Received at Regional Office	mm/dd/yyyy plan was received at the regional office
Planning Process Coordinator	Print PCP Coordinator's complete name
PPC Agency	Print PCP Coordinator's Agency
Day Activity Type	Check the type of Day activities that are applicable. Multiple activity types may be checked if applicable. If none, indicate the reason why.
Guardianship Type	Check the type of guardianship that applies. If none, check Self.
Guardian(s) Name(s)	Print guardian/co-guardian(s) complete name(s). If DHHS is the consumer's guardian, check 'The Guardian is DHHS.' Name(s) do not need to be when DHHS is guardian.
CAB Correspondent	If consumer has a CAB appointed Correspondent, print complete name of CAB Correspondent. If no CAB correspondent, check 'No CAB Correspondent'.
Planning Process Choice	Check whether PCP was chosen or some other process was chosen
Q1. The PCP indicates the following people participated in preplanning discussions and/or returned the completed Response Sheet for Essential PCP Information.	For the remainder of the form the Response Sheet for Essential PCP Information will be referred to as the Response Sheet. Document all individuals who participated in preplanning which may include written correspondence, phone calls or participation in meeting(s), and document those individual who returned the response sheet as evidenced in the PCP. If a person was in more than one role (ISC is full public guardian), document both ISC and full public guardian. <i>Reference Person Centered Planning and Procedure Guide.</i>
Q2. A summary of the Response Sheet is attached to the PCP	The Response Sheet is required as part of the planning process, unless the consumer/guardian objects. Document evidence that the Response Sheet is attached to the PCP. Document the PCP Data Collection form as non-applicable if the guardian or consumer objects to using the response sheet. <i>Reference Person Centered Planning Preparation Procedure Guide</i>
Q2a. The results from the Response Sheet were used in preplanning	Document evidence from the plan that the Response Sheet was used to set the agenda of the planning meeting with the consumer and/or guardian. <i>Reference Person Centered Planning Preparation Procedure Guide</i>
Q2b. The names of the individuals completing the Response Sheet are included on the Summary	Document that person(s) who submitted the tool are listed on the line "List the person(s) who submitted this tool" on the Response Sheet.
Q3. During the preplanning meeting, did the consumer identify a sensitive issue to be discussed in another forum with or without the consumer present?	Document evidence from the PCP if during preplanning meeting , the consumer chose to have a sensitive issue or other item discussed in another forum with/or without the consumer present. This item refers only to the consumer's choice to have a sensitive issue or other item discussed in another forum, not the guardian's. <i>Reference Person Centered Planning Preparation/Procedure Guide</i>

Crosswalk for PCP Data Collection Form 01.01.07

Q 3a. If yes, was the issue discussed in another forum?	Document evidence that the PCP contains documentation that the sensitive issues was discussed in another forum. <i>Reference Person Centered Planning Preparation/Procedure Guide 5/30/01</i>
Q4. Reportable events were reviewed in the preplanning discussion.	Evidence is documented in the PCP that reportable events occurring within the last twelve months were considered during and summarized during the pre planning portion of process.
Q4a. The dates of reportable events that were reviewed.	Document the period of time reviewed in which reportable events may have occurred.
Q5. Did the consumer have a crisis event in the last 12 months that met the criteria for an Individual Support Team (IST)	An IST will be developed whenever the person receiving services experiences any of the following incidents: Admission into a state run crisis residential program or other respite home as a result of a crisis situation. Admission to an inpatient psychiatric hospital. Three restraints in a two week period. Becomes homeless. Other "Other means that , upon review of a situation or a series of situations, a person's team recommends creation of an IST. Examples might include behavior or psychiatric concerns that do not meet criteria above, health concerns of the consumer or family members, etc. <i>Reference Individual Support Team Policy</i>
Date(s) of IST	List date(s) of IST meetings.
Q5a, Did an IST take place for the individual in the previous 12 months?	When one or more of the above criteria occur for an individual the Individual Support Coordinator (ISC) will be notified and will facilitate the convening of the person's planning team within seven working days. <i>Reference Individual Support Team Policy.</i>
Q5b, Did the team review all the IST recommendations?	If the individual has been admitted to a state run crisis residence an assessment will be done at the crisis home. This assessment will include a review of the incident, observations made in the home, environment of the crisis location, and recommendations for future intervention and support. <i>Reference IST Policy</i>
Q5c. Did the team respond to all the IST recommendations?	When an IST has made recommendations, can the recommendations be found in the body of the PCP following the IST? <i>Reference Bill Hughes - Program Manager</i>
Q6. The PCP indicates the following people were invited, notified, attended or participated in the planning meeting: (check all that apply)	

Crosswalk for PCP Data Collection Form 01.01.07

<p>Notified</p>	<p>Document individuals notified of the planning meeting. If a person was in more than one role (ISC is full public guardian), document both ISC and full public guardian. If more than one guardian is invited or notified and both guardians are serving in the same role, only check once. Example: The individual's parents are co-guardians and are in a full-private guardianship status, only check full private guardian line once. A letter of invitation can serve as documentation of notification. <i>Reference Consent Decree VII #2 The planning process shall include participants chosen by the person and others who can be anticipated to assist the person in productive pursuit of articulated desires and identified needs. "Unless the person objects, the correspondent and advocate should always be invited to the planning meeting and to otherwise participate in the planning process. The Office of Advocacy shall receive notice of the formal commencement of all planning processes"</i></p>
<p>Invited</p>	<p>Document all individuals invited to the planning meeting as evidenced in the PCP. If a person was in more than one role (ISC is full public guardian), document both ISC and full public guardian. If more than one guardian is invited or notified and both guardians are serving in the same role, only check once. Example: The individual's parents are co-guardians and are in a full-private guardianship status, only check full private guardian line once. A letter of notification is not documentation of invitation. <i>Reference Consent Decree VII #2 The planning process shall include participants chosen by the person and others who can be anticipated to assist the person in productive pursuit of articulated desires and identified needs. Reference Consent Decree VII #2 "unless the person objects, the correspondent and advocate should <u>always</u> be invited to the planning meeting and to otherwise participate in the planning process. The Office of Advocacy shall receive notice of the formal commencement of all planning processes"</i></p>
<p>Attended</p>	<p>Document all individuals physically attending the planning meeting as evidenced in the PCP. If a person was in more than one role (ISC is full public guardian), please document both ISC and full public guardian. If more than one guardian attends and both guardians are serving in the same role, only check once. Example: The individual's parents are co-guardians and are in a full-private guardianship status, only check full private guardian line once. <i>Reference Consent Decree VII #2 The planning process shall minimally include the person, his/her guardian, and his/her Individual Service Coordinator, with participation and or input by friends, service providers, correspondents, advocates and other.</i></p>

Crosswalk for PCP Data Collection Form 01.01.07

<p>Participated</p>	<p>Document evidence of participation in the planning meeting. Examples of participation would include correspondence by telephone, conference call, ITV, writing or email. If a person was in more than one role (ISC is full public guardian), please document both ISC and full public guardian. If more than one guardian is invited or notified and both guardians are serving in the same role, only check once. Example: The individual's parents are co-guardians and are in a full-private guardianship status, only check full private guardian line once. <i>Reference Consent Decree VII #2 The planning process shall minimally include the person, his/her guardian, and his/her Individual Service Coordinator, with participation and or input by friends, service providers, correspondents, advocates and other.</i></p>
<p>Absence because of Objection</p>	<p>Document evidence from PCP if the consumer objects to the presence of the advocate or CAB Correspondent at the PCP meeting. <i>Reference Consent Decree VII #2 "unless the person objects, the correspondent and advocate should always be invited to the planning meeting and to otherwise participate in the planning process. The Office of Advocacy shall receive notice of the formal commencement of all planning processes"</i></p>
<p>Q7. Does the planning document include a description of the ongoing activities of the individual's whole life program, or non-traditional day program?</p>	<p>If the individual participates in a whole life program and the plan includes a written description of those activities, check yes. If the individual participates in a whole life program but the written PCP does not include a description, check no. A "Whole Life Program" is a program that has no established day site and may occur from the individual's home or a designated site in the community, with activities in and around the community. The Whole Life Program may be supported by staff employed by the agency that supports the Class Member, or staff employed by another agency. If the person attends a traditional day program, works, is retired or declines to attend a day program, either traditional or whole life, check N/A.</p>
<p>Q8. The planning document identifies all the individuals needs not addressed in MR Continuing Services and includes an action plan reflective of these needs.</p>	<p>The action plan shows action that will be taken to address each need or desire. Within the plan the team 1) may identify action steps to meet the need or desire 2) indicate time frames for each action step to meet the need or desire and 3) person responsible for action steps and reporting. <i>Reference Person Centered Planning Preparation Guide. Action Plan Procedures.</i></p>
<p>Q8a. If yes to #8, action plan contains the following information: Target date for each action plan, Name of the person responsible for each action plan, and indicate how the need is to be achieved.</p>	<p>The action plan must show the person responsible for each action, and the date by which the action is expected to be completed. The action plan is written on a BDS template that allows the actions, person, and dates to be entered into the Enterprise Information System for tracking and reporting. <i>Reference Person Centered Planning Preparation Procedure Guide 2nd Edition June 2003</i></p>

Crosswalk for PCP Data Collection Form 01.01.07

Q9. The PCP indicates all unmet needs have been identified.	A Need will be identified and treated as an "Unmet Need" when it has not been met within the time frame set by the team or whenever the team has determined, at any point in the process, that a resource required to address the Need is not available. <i>Reference Person Centered Planning Preparation Procedure Guide</i>
Q9a. Number of unmet needs as identified in the plan.	Document the number of unmet needs identified by the team in the current planning process.
Q9b. The planning document includes an interim plan identifying steps towards meeting the need for each unmet need.	For each unmet need there must be an interim plan for providing supports and services that come as close as possible to meeting the need while the team pursues the required resources for meeting the actual identified need. The interim plan must identify action steps, persons responsible, and time frames. The interim plan becomes part of the Action Plan, but does not replace the action plan. <i>Reference Person Centered Planning Preparation Procedure Guide</i>
Q9c. Were there unmet needs identified during the previous planning cycle?	The plan documents all unmet needs identified by the planning team during the previous planning cycle. This would include identification of unmet needs in the IST process.
Q9d. If yes to #9c, have those unmet needs met.	The current plan documents if unmet needs from the previous planning process/IST were met.
Q9e. If 9d is no, are those unmet needs addressed in this planning document.	The current plan has identified all unmet needs from the previous planning cycle/IST, and has documented the needs as unmet.
Q10. The planning document identifies all the individuals desires not addressed in MR Continuing Services and includes an action plan reflective of these desires.	The action plan show each action that will be take to address <u>each</u> need or desire. <i>Reference Person Centered Planning Preparation Procedure Guide</i>
Q10a. If yes to #10, action plan contains the following information: Target date for each action plan, Name of the person responsible for each action plan, and indicate how the desire is to be achieved.	The action plan must show the person responsible for each action, and the date by which the action is expected to be completed. The action plan is written on a BDS template that allows the actions, person, and dates to be entered into the Enterprise Information System for tracking and reporting. <i>Reference Person Centered Planning Preparation Procedure Guide</i>
Q11. The plan document includes MR Continuing Services Form reflective of all the individual's needs identified in the body of the PCP	The planning document includes a plan for continuing services reflective of all the individual's needs identified in the body of the PCP. The MR Continuing Services Form lists those services the individual's receives (not new) which are to be monitored by the team and are expected to be achieved without difficulty. <i>Reference Person Centered Planning Preparation Procedure Guide</i>
Q11a. Does the continuing services form contain target dates and the name of the individual responsible for assuring the service is delivered for each continuing service.	Please indicate if the continuing services form contains target dates and the name of the individual responsible for assuring the delivery of the service.

Crosswalk for PCP Data Collection Form 01.01.07

Q12. The plan includes the name of the person responsible to monitor medical/dental services	As part of the planning process for class members, a person must be designated responsible for monitoring medical and dental services. <i>Reference Person Centered Planning Preparation Procedure Guide</i>
Q12a. Is there a prescribed deviation from an annual medical status?	Any prescribed deviation from an annual medical or dental examination (meaning more than 12 months between examinations) should be documented in the EIS. The documentation for the deviation should be explicit regarding the reasons. <i>Case Management Manual; Medical Services</i>
Q12b. Is there a prescribed deviation from an annual dental examination?	Any prescribed deviation from an annual medical or dental examination (meaning more than 12 months between examinations) should be documented in the EIS. The documentation for the deviation should be explicit regarding the reasons. <i>Case Management Manual; Medical Services</i>
Q13. The plan includes the name of the person responsible for updating the critical information and for reporting changes to the ISC/Community CM monthly or sooner if medication changes occur	As part of the planning process a person must be identified as responsible for updating critical information and informing the Individual Support Coordinator of any changes. <i>Reference Person Centered Planning Preparation Procedure Guide</i>
Q14. The individual Service & Support Assessment Report from the EIS is attached to the PCP.	The current service and support assessment is attached to the planning document.
Q14a. The assessment reflects all needs and services & supports indicated in the PCP?	All needs and desires documented in the PCP are reflected in the Service and Support Assessment. A need is identified by the focus person/guardian and the team as something that is required to maintain or improve the person's quality of life and that should be met within a specific time frame. A desire is anything else the person wishes to achieve, have, or obtain that is not a need. <i>Reference Person Centered Planning Preparation Procedure Guide</i>
Q14b. The assessment was updated with 10 business days after the planning meeting.	The individual service and support assessment is updated within 10 business days of the planning meeting.