

PCP Data Collection Form V2.0

PURPOSE/FOUNDATION

- Standardized data collection instrument
- PCP Data Collection Form and its process of data collection is designed to continually improve performance over time
- PCP Data Collection Form and its process of data collection is designed to identify and correct specific areas of need and improvement
- Utilization of the PCP Data Collection Form continually strives to “raise the bar” rather than seeking only to meet a standard of acceptability
- By evaluating the information documented on the PCP Data Collection Form the ISC, Regional Teams and Quality Assurance Team are able to monitor and provide oversight of the documentation contained in an individual’s PCP in a systematic process
- Focuses on specific, pre-determined topics incorporated from PCP past practice, Community Consent Decree, and Home and Community Based Waiver Services.
- When utilizing a standardized data collection instrument, it enhances the opportunity to reliably gather information from the PCP
- The PCP Data Collection Form requires less resources to conduct than a record review and will give better insight, over time into PCP practices.

Utilization

- The PCP Data Collection Form is a data collection tool; therefore it is not appropriate to use the instrument as part of the pre planning or planning process
- The PCP Data Collection Form is a data collection tool that can provide a “look behind “ of the PCP process for the individual and the system
- The PCP Data Collection Form is an evidence based data collection tool, therefore, information provided on the PCP Data Collection Form must be evidenced in the body of the PCP.
- Unless indicated, only one response option per question may be documented
- If you have any questions of the language or interpretation, use the crosswalk attached or contact your regional Quality Assurance Coordinator for clarification.

Administration of the PCP Data Collection Form

- ❑ Person Centered Planning Coordinator sends completed plan to Regional Office within 30 days of planning meeting
- ❑ ISC reviews the plan for accuracy and completeness using the PCP Data Collection Form
 - If inaccurate or incomplete, ISC discusses needed revisions with the person centered planning coordinator. ISC may make minor revisions or write an addendum, or return plan to planning coordinator to make revisions.
 - If accurate and complete, ISC forwards plan to Regional Review Team
- ❑ Regional Review Team reviews the plan using the information from the PCP Data Collection Form
 - If the plan is not in compliance, it is returned to the ISC for needed revisions. The ISC may make the revisions, or return the plan to the PPC.
 - If the information on the PCP Data Collection Form differs from the evidence in the plan, it is returned to the ISC for needed revisions.
 - Once the plan is approved, copies of the PCP Data Collection Form and the entire plan and its attachments are forwarded to the Regional Quality Assurance Coordinator.
 - The approved plan is returned to the PPC for distribution to the focus person/guardian and members of the planning team
- ❑ Regional Quality Assurance Coordinator reviews the plan using the information from the PCP Data Collection Form
 - If the plan is not in compliance, it is returned to the Regional Review Team for revisions.
 - If the information on the PCP Data Collection Form differs from the evidence in the plan, it is returned to the Regional Review Team for needed revisions.
 - The approved plan is entered into a database.

Request for Revision Form

- ❑ It is important that the data collection capture all revisions and corrective actions occurring throughout the plan reviews. This collection of revisions and corrective actions will assist in identifying systematic needs in the planning process and its administration.
- ❑ Whenever a plan is being sent backwards in the review process, a Request for Revision Form should be completed and attached to the plan. The Request for Revision Form should document 1) what questions are needing revision 2) why do the questions need revisions 3) who is requesting the revision and 4) who is completing the revision. Only after an ISC, Regional Review Team or Regional QA Coordinator is satisfied that all areas of compliance and documentation are

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accurately noted and all revisions are completed, should he/she sign off on the PCP Data Collection Form

Training

- It is mandatory that all Individual Support Coordinators, supervisors and regional review teams attend a training on completing the PCP Data Collection Form. Regional Trainings will be conducted by a member of the Quality Assurance Team.