



OADS LTSS Case Review Request Instructions

The Office of Aging and Disability Services Long Term Care Unit will continue to be available for case reviews as requested by the Service Coordination Agency or if any time a case review is necessary.

Prior to any case review an **LTC Case Review Form** must be completed and submitted to Sharon Arsenault at sharon.arsenault@maine.gov. Sharon will confirm the date and time of the case review following receipt of the completed **LTC Case Review Form**.

** for cases where it is appropriate to have other disciplines present (i.e. physician, mental health case manager) and the dates/times set aside for case review will not work, please include this on the email when submitting the completed **LTC Case Review Form**.*

Following a case review, OADS will compile notes to reflect expectations, action steps, and people responsible. The form with notes will be resent to the case review team within 2 business days of the case review. OADS will also be responsible for determining if a CCU referral is warranted and will take the lead for making the CCU referral. **Referrals to CCU should not occur prior to an internal Case Review with OADS.**

Times when a case review is necessary (*not limited to*):

- When the Service Coordination Agency is prompting a transition a case to new Service Coordination Agency
- When the Service Coordination Agency is considering becoming an unwilling provider