CDCS CASE MANAGER CHECKLIST-GUIDE TO REVIEWING A CDCS PLAN

CM Receives a CDCS plan. Review it and put plan pieces together to give to CDCS Coordinator.
  o CDCS Plan signed by – managing party, guardian, case manager and later reviewer?
  o Plan contains goals. (For DD, plan includes habilitation/treatment and training.)
  o Health and Safety Plan (various versions)
  o Job Description AND work schedule for CDCS staff
  o If individual is receiving the 20% exception for vocational services, check to make sure approximately 20% is going toward vocational services.
  o Check that the appropriate supporting documentation is included:
    ▪ Therapies/treatments- Alternative Treatment Form (ATF)
    ▪ Special Diets- Special diet form and ATF for more than one special diet. Only ATF needed for one special diet.
    ▪ Assistive Technology- Letter from a therapist or assistive technology assessment needed, depending on the situation.
    ▪ Gym membership (over 18 only)- Alternative Tx Form needed.
    ▪ Property Destruction- Property Destruction form needed for requests related to property destruction.

Case manager adds pages to the plan:
  o Notice of Decision (Cover/Approval Page – CM fills out top section)
  o IF DD minor, requesting PPOM, and NOT assessed by MnChoices - LTCC, complete and attach the Activities of Daily Living form, DHS3428C
  o IF a licensed service is in the plan (DTH, ILS, SES, In Home Family Support, ect.) - Obtain screen shot of the rate and attach screen shot and vendor agreement. (Note: Do not forget to send the vendor agreement to the vendor once the plan is approved.)