

CDCS PLAN CHECKLIST-GUIDE TO COMPLETING A CDCS PLAN

- ☐ Plan contains goals. (For DD, plan includes habilitation/goals and services in the treatment and training section.)
- ☐ Schedule and & Job Description for Paid Parent of Minor/Spouse
- ☐ Job Description for CDCS staff
- ☐ 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.
- ☐ If individual is receiving the 20% exception for vocational services approximately 20% needs to be utilized for vocational services/supports. If 30%, needs to be receiving services in the area of eligibility (employment, own home, behavioral, exiting crisis/hospital)
- ☐ Health and Safety Plan (various versions)
- ☐ CDCS Plan signed by – managing party if there is one, or participant if they are their own managing party.
- ☐ Submit to your case manager for review.