## TIMELINE CHART- CASE MANAGER AND RN

Transfers: 7 business days from effective date of transfer- SP and Assesment. SP must be implemented within 7 days of effective date. Begin 6 month cycle with date of transfer plans.

**MNER: Referrant** signature not more than **60 Days** -Initial PAS and **Annual Reevaluation** (PAS is due every year but does not have to "line up" with the Assessment and Service Plan).

7 Calendar Days: **Initial Service Plan Meeting and** Assessment: Must be scheduled within 7 Days but no longer than 14 days without proper documentation/reason (hospital)

### 6 Months from the Last **SP/Assessment**

Annual Assessment and Service Plan; 6 months from the last assessment and Plan. Example: Last plan was in June. Annual is due in December.

# **Minor Changes in**

Service Plan Update or PAL Update- SP = change in service, risks, resources or crisis back up. PAL =Minor changes in hours, days or activitiies. Major changes: New Service Plan/PAL and Assessment.

# Needs

**Dual Services Meeting:** Next Plan and assessment would be 6

months after the dual

service date.

### 6 Months from Last SP/Assessment

6 Month Assessment and Service Plan: 6 months from the last Assessment/Plan Example-initial is December. 6 month is in June

## 21 Days:Interim Service Plan - In effect for 21 days to implement services for an urgent

need. No Assessment. Must use Interim Service Plan only.

#### 30 Day RN Initial Follow Up (first time on waiver, not for transfers):

30 Days After Services Begin: (RN) Initial ONLY 30 Days After Services begin, RN must do an RN Visit in the home.

## Minor changes in Needs

Service Plan Update or PAL Update: SP = change in service, risks, resources or crisis back up. PAL = minor changes in hours, days or activtities. Major changes in Needs: New Service Plan/PAL and Assessment.

Place a "Hold" in CareConnection for admission to a hospital, nursing home, etc. Document the admission as evidence of a disruption in services and reason for the Service Plan/PAL or Assessment not being completed on time. Must follow timelines in the policy manual for "days without services".



**Timeline Chart** June, 2016