



**CASE MANAGEMENT
POLICY & RECORD REVIEW FORM – ADDENDUM
DBHDS— Office of Licensing**

PROVIDER:		LICENSE #:
SERVICE:		SPECIALIST:
DATE:	<input type="checkbox"/> Scheduled Review	<input type="checkbox"/> Unannounced Review

COMMENTS:	Name/Record Number							

INDIVIDUAL SERVED RECORD

§1240.1	Documents services consistent with service plan to include community integration								
§1240.2	Documents services consistent with service plan to include collateral contacts with significant others								
§1240.3	Documents services consistent with service plan to include case management service plan								
§1240.4	Documents services consistent with service plan to include linking individual to community supports								
§1240.5	Documents services consistent with service plan to include assisting individual to locate & obtain needed services								
§1240.6	Documents services consistent with service plan to include assuring coordination of services with other providers								
§1240.7	Documents services consistent with service plan to include monitoring service delivery								
§1240.8	Documents services consistent with service plan to include providing instruction, education & counseling								
§1240.9	Documents services consistent with service plan to include advocating for the individual								
§1240.10	Documents services consistent with service plan to include planning for transitions in individuals life								
§1240.11	Documents services consistent with service plan to include knowing & monitoring health status, medical care and medications								
§1240.12	Understanding capabilities of services to meet individual's needs and preferences.								

PERSONNEL RECORDS

§1250.A.1	Staff shall have knowledge of services and systems in the community including health care support services, eligibility criteria								
§1250.A.2	Staff shall have knowledge of nature of MI, MR & SA								
§1250.A.3	Staff shall have knowledge of different types of assessments								
§1250.A.4	Staff shall have knowledge of treatment								

Scoring: C= Compliance N=Non-Compliance NA=Not Applicable ND=Not Determined



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	modalities and intervention techniques							
§1250.A.5	Staff shall have knowledge of types of MH, MR & SA services available in the locality							
§1250.A.6	Staff shall have knowledge of service plan process & components of the service plan							
§1250.A.7	Staff shall have knowledge of use of medications in the population served							
§1250.A.8	Staff shall have knowledge of all applicable laws, regulations & ordinances							
§1250.B.1	Staff shall have skills in identifying & documenting need for resources, services & supports							
§1250.B.2	Staff shall have skills in using information from assessments, evaluations, observation & interviews to develop service plans							
§1250.B.3	Staff shall have skills in identifying & documenting how resources, services & natural supports can be utilized to promote the achievement of goals							
§1250.C.1	Staff shall have ability to work as a team, maintain inter & intra agency relationships							
§1250.C.2	Staff shall have ability to work independently under general supervision							
§1250.C.3	Staff shall have ability to engage & sustain ongoing relationships							

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