



Shawnee County
Community Developmental Disabilities Organization
"Your resource for connecting our community"

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| Subject: Plans of Care Effective Date: 12-01-97 | Reviewed: 08-24-09, 08-26-10, 08-22-11, 08-27-12, 09-08-14, 09-28-16, 11-07-17, 10-15-18 | Policy No: 06-038 |
| Revised: 02-26-02, 09-19-02, 05-15-06, 09-17-07, 8-18-08, 08-24-09, 08-26-10, 08-22.11, 08-27-12, 09-08-14. 09-28-16, 11-27-18 | Forms: 06-038.001 POC | |

POLICY: Persons with State Aid Funding will have a Plan of Care (POC) written each fiscal year.

GUIDELINES:

1. The signed Plans of Care (POC) form (06-038.001) will be submitted by the person's Targeted Case Manager (TCM) or by a CDDO Representative, if Targeted Case Management was not chosen, to the CDDO Funding Coordinator for review.
2. The POC will be presented to the CDDO Funding Committee for final review.
3. The CDDO Funding Coordinator will process the outcomes of the CDDO Funding Committee.
 - a. Forward approved POC's to the CDDO Documentation Coordinator for input into the BCI web-based system
 - b. Correspondence with TCM, person served, and families as necessary.
4. The CDDO Documentation Coordinator will input approval dates and scan the approved POC into BCI. Once this information is input in the BCI web-based system, email notification is sent to the CDDO Funding Coordinator and TCM.
5. Copy of the approved POC will be filed into the BCI web-based system.