



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

<b>Subject: Plans of Care</b> <b>Effective Date: 12-01-97</b>	<b>Policy No: 06-038</b>
<b>Revised:</b> 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, 08-29-19	<b>Forms:</b> <a href="#">06-038.001 POC</a>
<b>Reviewed:</b> 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:** *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 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 Basic Consumer Information (BCI).
  - 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 the information is entered into BCI, an email notification is sent to the CDDO Funding Coordinator and TCM.
5. Copy of the approved POC will be filed into BCI.