



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>Reviewed: 08-24-09,</b> <b>08-26-10, 08-22-11, 08-27-12,</b> <b>09-08-14, 09-28-16</b>	<b>Policy No: 06-038</b>
<b>Revised: 02-26-02, 09-19-02, 05-15-06,</b> <b>09-17-07, 8-18-08, 08-24-09, 08-26-10,</b> <b>08-22.11, 08-27-12, 09-08-14. 09-28-16</b>	<b>Forms: 06-038.001 POC;</b> <b>06-038.002 Additional Information Sheet</b>	

**POLICY: Persons with Community Support Funding will have a Plan of Care (POC) written each fiscal year.**

**GUIDELINES:**

1. The signed Plans of Care 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 Coordinator for input into the CDDO Web Based Management System.
  - b. Correspondence with TCM, person served, and families as necessary.
4. The CDDO Coordinator will input approval dates, once this information is input in the CDDO Web Based Management System, email notification is sent to the CDDO Funding Coordinator and TCM.
5. One copy of the approved POC will be filed in the CDDO Web Based Management System and the original will be maintained in the CDDO central files.