



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

**TARC POLICY MANUAL – CDDO**

<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</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	<b>Forms:</b> POC on BCI form 06-038.001; 06-038.002 Additional Information Sheet	

**POLICY: *Plans of Care (POC) for persons receiving Home and Community Based Services (HCBS) will be transmitted to SRS services through the Prior Authorization System. Persons with Community Support Funding will have a POC written each fiscal year.***

**GUIDELINES:**

1. 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.
2. The POC will be submitted within thirty (30) days of start date with appropriate additional documentation as indicated on Additional Information Sheet form 06-038.002 to the CDDO Funding Coordinator for review via the CDDO Web Based Management System unless a signature is required. The signed, original POC will need to be submitted in hard copy form to the CDDO Funding Coordinator.
3. After reviewing the POC and additional documentation for accuracy, the POC will be presented to the CDDO Funding Committee.
4. The CDDO Funding Coordinator will process the outcomes of the CDDO Funding Committee.
  - a. Forward approved POC's to the Fiscal Grant Coordinator for input into the Prior Authorization System within forty-five (45) days.
  - b. Correspondence with TCM, person served, and families as necessary.
5. After approval by SRS, the Fiscal Grant 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.
6. One copy of the approved POC will be filed in the CDDO Web Based Management System and the original will maintained in the CDDO central files.