

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0456 (SS)
Effective Date: 01-22-95
Person Responsible: Director of Service and Support Administration

Subject: Case Status
Last Revision: 11-20-17

Approvals/Date: Brent Chan 11/28/17
Superintendent, WCBDD Date

Chad R. [Signature] 11/27/17
Department Director Date

1. The Service Coordinator shall provide services identified within the Individual Service Plan. The Service Coordinator may provide any or all of the following services to an eligible individual: A) Assessment; B) Care Planning; C) Referral and Linkage; D) Monitoring and Follow-Up; E) Emergency Intervention; and F) State Hearing.
2. The Service Coordinator shall review the case record for each individual served on his/her case load to determine the need for continued services and/or service provision, in accordance with the Individual Service Plan at least annually.
3. Upon review, the Service Coordinator shall determine that one of the following conditions is applicable, based upon needed or requested service provision, as documented in the individual's case record: A) Service and Support Administration services were needed, requested or provided within the ISP Span Dates; or B) Service and Support Administration services were not needed, requested, or provided within the ISP Span Dates. The Service Coordinator shall document the case review within the individual's case record by completing a social service note utilizing the Targeted Case Management system for documentation.
4. The Service Coordinator shall transfer an individual's case from one status to another, based upon the review of the individual's service needs and/or the provision of services.
5. Based upon the Service Coordinator's review and per the case status definitions, the individual's case status will be designated as one of the following: A) Active or B) Closed. (To be determined on an individual basis.)
6. The Service Coordinator shall notify the individual, parents of a minor, or guardian of the transfer of the individual's case from one status to another, 10 days prior to the transfer of case status. This notice shall include information regarding due process, including appeal rights, in language that the individual can understand. The Grievance/Due Process Procedure and Notification of Disagreement Form shall also be provided to the individual, parents of a minor, or guardian.
7. An eligible individual's case status may be reinstated to an active status upon request of the individual, parents of a minor, or guardian.

References: 5123:2-1-11; 5123-2-17-02
ORC 5123.61 and 5123.62
02-ALL-ALL-0206 (CR)
02-ALL-ALL-0455 (SS)

Forms: 03-ALL-ALL-0112

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